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hicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

January 1999 Vol. 15, Issue 1

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AT URBANA-CHAMPAIGN

GEORGE H. RYAN
Secretary of State

ANNOUNCEMENT

VEHICLE DEALERS AND REMITTANCE AGENTS

Secretary of State George H. Ryan and the Vehicle Services Department invite you and your employees to attend one of the 1999 training seminars. These seminars are available for persons responsible for preparing vehicle title and license plate transactions. As a result of your response to our 1998 Seminar Evaluation Forms, the following topics are scheduled for the 1999 session. **Procedures for over-the-counter sticker sales for financial institutions will NOT be covered in this training.**

TOPICS THAT WILL BE PRESENTED AT TRAINING SEMINARS

- Completing Applications
- Information for Corrections
- New Law on Reclass
- New Law on Repossessions
- New Plate Categories
- Power of Attorney Information
- Tax Forms: ST - 556, RUT - 25, RUT - 50
- Additional subjects may be added.

****

LOCATIONS, DATES & TIMES LISTED BELOW - REGISTRATION FORM ON REVERSE SIDE

****

HOW TO REGISTER

Complete the registration form on the reverse side and return it to this office by **Feb. 26, 1999**. After your registration is processed by our office, **you will receive a confirmation letter approximately two weeks before the requested seminar date.**

1999 VEHICLE SERVICES TRAINING SEMINAR SCHEDULE

*March 16	Tuesday	Galesburg	Carl Sandburg College *(a.m. session ONLY)
March 23	Tuesday	Belleville	Belleville Area College
* March 24	Wednesday	Ina	Rend Lake College *(p.m. session ONLY)
* April 6	Tuesday	Grayslake	College of Lake County *(a.m. session ONLY)
April 7	Wednesday	Rockford	Northern Illinois University
April 20	Tuesday	Normal	Illinois State University
*April 22	Thursday	Kankakee	Kankakee Community College *(a.m. session ONLY)
April 27	Tuesday	Springfield	University of Illinois Springfield
*May 18	Tuesday	Charleston	Eastern Illinois University *(a.m. session ONLY)
May 25	Tuesday	Palos Hills	Moraine Valley College

Morning and afternoon sessions are offered each day with the *exceptions* of Galesburg; Ina; Grayslake; Kankakee; and Charleston. Each individual should attend only one half-day session.

Morning Sessions	Afternoon Sessions
Registration - 9 a.m.	Registration - 1 p.m.
Seminar - 9:30 a.m. - Noon	Seminar 1:30 p.m. - 4 p.m.

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Enrollment will be limited for each session. Although we cannot guarantee your first choice of time we will make every effort to accommodate your requests. Attendance at these seminars is free of charge. You will receive confirmation of the date and time of the seminars. Completed forms **must be returned to this office by Feb. 26, 1999.**

----------**Detach and Return**----------

TRAINING SEMINAR REGISTRATION FORM		
BUSINESS NAME		
DEALER PLATE (DL#)	**REMITTER (RA#)**	
ADDRESS		
CITY	ZIP	PHONE ( )
SEMINAR LOCATION (city)		

NAME OF EACH PERSON ATTENDING	**FIRST CHOICE DATE & TIME (AM/PM)**	**SECOND CHOICE DATE & TIME (AM/PM)**

Please use a separate sheet of paper if more space is needed. Return or **FAX** completed form to

Linda Deering, VSD Training Coordinator
Room 432, Howlett Building
501 South 2nd Street
Springfield, IL 62756
FAX (217) 524-3913

If you have any questions regarding these seminars, please call (217) 524-1165.

George H. Ryan
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

February 1999 **Vol. 15, Issue 2**

JESSE WHITE
Secretary of State

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UNIVERSITY OF ILLINOIS
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WISCONSIN VEHICLE REGISTRATION

The Office of the Secretary of State has been notified that Wisconsin has a new law on the books regarding registrations of newly acquired vehicles. A Wisconsin resident now has just **two business days** to apply for Wisconsin registration after purchasing a vehicle. If an Illinois dealer sells a vehicle to a Wisconsin resident and furnishes a non-resident drive-away permit that is normally good for 10 days, the Wisconsin resident only has two days from the purchase date to apply for registration in Wisconsin.

Wisconsin will issue a temporary registration plate that is good for 90 days. Illinois dealers can also obtain the temporary plates by contacting the State of Wisconsin at **(608) 266-1473**. If you intend to get into the 90-day temporary plate program, you will be required to collect Wisconsin title & registration fees and sales tax and submit the same to the State of Wisconsin on behalf of your customer. In lieu of that, you should inform your Wisconsin customers that the non-resident drive-away permit is only good for two business days. The Wisconsin resident can obtain the nearest Wisconsin registration facility by calling **(800) 242-2514**.

PERMANENT SEMITRAILER PLATES

PA89-710 became effective with the 1999 registration year as a result of the Office of the Secretary of State working with the trucking industry, mainly through the Secretary of State's Truckers Advisory Board. The permanent semitrailer plate will have a one-time fee of $15 and will be a non-transferable plate. To offset the loss in revenue to the *Road Fund*, the flat weight tax on the truck tractors (power units) has been increased in the three top weight categories by $32. This **includes** the **"V" "X" and "Z"** plate categories in the flat weight, farm and mileage fee schedules.

NEW RECLASS FEES

PA90-774 (SB955) was signed into law this past legislative session. The new law distinguishes between a **reclass** and a **weight upgrade**. In addition, the set reclass fee of $5.00 has been replaced by a new fee based on whether new plates are required, how many plates are required, and whether a replacement sticker is required, or in a few cases, whether a corrected ID is all that is required.

In the case of a ***true*** reclass, (*changing from one plate category to another*), credit can only be given for unused portions of a plate. In the case of a weight upgrade (increasing the registered weight within the same plate category), current quarter credit is used. The reclass fee will be **$5.00** if only one new plate is required, **$9.00** if one plate and a sticker is required, **$7.00** if a set of plates is required or **$11.00** if a set of plates and a sticker is required. In the case of a tow truck or apportioned plate weight upgrade, a **$2.00** corrected ID fee will be charged (no new plates or stickers required).

TRUCK PLATES

The July 1998 Vehicle Services Bulletin erroneously stated the **beginning date** of the **Second Quarter** of the *Truck, Tractor-Truck, Tow Truck, and Bus Fiscal Fee Schedule* as September 29. The **correct** beginning date of the Second Quarter is **September 30**. Please correct your records to indicate the corrected date.

HEAVY VEHICLE USE TAX

A motor vehicle with a declared operating weight of 55,000 pounds or more must show proof of compliance with the Federal Heavy Vehicle Use Tax to be eligible for registration in Illinois.

Proof of compliance with the use tax **must be submitted** with the registration application. Proof, however, is not required for a newly purchased vehicle registered within 60 days of the purchase date. **One** of the following items must be submitted as proof:

1. Schedule 1 (Form 2290) showing receipt date or verification date.
2. Photocopy of the Schedule 1 (Form 2290) without the receipt date or verification date and a photocopy of both sides of the canceled check.

Dealerships are advised to request transfer tax information from individuals trading or selling vehicles for which the heavy vehicle use tax has been paid. This office cannot accept any Form 2290s when the tax period years have been changed or altered even if an IRS employee changed the form.

For information regarding the appropriate tax form and other matters related to the Heavy Vehicle Use Tax, contact the Internal Revenue Service Center at 1-800-829-1040 or the Office of the Secretary of State, Commercial and Farm Truck Division at (217) 785-1810.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

March 1999 Vol. 15, Issue 3

JESSE WHITE
Secretary of State

RENEWAL AFTER REGISTRATION EXPIRATION

According to the Illinois Vehicle Code (625 ILCS 5/3-803f), there are no fee reductions for any first or second division vehicle registered by the same applicant in the prior registration year. If a registration sticker expires and is renewed before the beginning of the 12th month, the applicant is charged the full fee, and a sticker is issued that is valid only through the remainder of the current registration year.

For example, if a vehicle registration expired in March 1999, and renewal was made in September 1999, the sticker that was issued in September would expire in March 2000. If, however, the registration expired in March 1998, and renewal was made in March 1999, the applicant would pay the full fee, a sticker and a new plate would be issued that would expire in March 2000.

1999 VEHICLE SERVICES TRAINING SEMINAR SCHEDULE

The 1999 seminars for new and used car dealers and licensed remittance agents begin March 16, 1999. If you have not submitted your registration form, please send it to: Linda Deering, VSD Training Coordinator, 501 South 2nd Street, Room 432, Springfield, IL, 62756, or **FAX to (217) 524-3913**. Questions can be answered by calling (217) 524-1165.

*March 16	Tuesday	Galesburg	Carl Sandburg College ***(a.m. session ONLY)**
March 23	Tuesday	Belleville	Belleville Area College
* March 24	Wednesday	Ina	Rend Lake College ***(p.m. session ONLY)**
* April 6	Tuesday	Grayslake	College of Lake County ***(a.m. session ONLY)**
April 7	Wednesday	Rockford	NIU - Rockford Education Center
April 20	Tuesday	Normal	Illinois State University
*April 22	Thursday	Kankakee	Kankakee Community College ***(a.m. session ONLY)**
April 27	Tuesday	Springfield	University of Illinois - Springfield
*May 18	Tuesday	Charleston	Eastern Illinois University ***(a.m. session ONLY)**
May 25	Tuesday	Palos Hills	Moraine Valley College

Morning and afternoon sessions are offered each day with the *exceptions* of Galesburg, Ina, Grayslake, Kankakee, and Charleston. Each individual should attend only one half-day session.

Morning Sessions	Afternoon Sessions
Registration - 9 a.m.	Registration - 1 p.m.
Seminar - 9:30 a.m. - Noon	Seminar 1:30 p.m. - 4 p.m.

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USE OF PREPRINTED RENEWALS STRESSED

It is important that preprinted renewal applications be used whenever possible to aid in the processing of the applications. The renewal that is processed from a preprinted application will update the expiration more quickly on the registration file.

Please check the information on the form. If it is incorrect, draw a line through the incorrect information and insert the correct information. Changes in vehicle information or ownership will require proof of the change.

MANDATORY INSURANCE

The Mandatory Insurance Law requires all motor vehicles registered in Illinois to be insured for liability. A dealer is not responsible for determining if the customer has proper liability coverage, however; it would be a good business practice and a courtesy to remind the customer of the Mandatory Insurance Law.

A dealer must provide customers with a document proving purchase of a vehicle. This proof can be used for 60 days with a current insurance card as evidence of insurance coverage for the newly purchased vehicle. If a customer does not own other insured vehicles, he must obtain liability coverage before driving a newly purchased vehicle or face penalties under the Mandatory Insurance Law.

Vehicles displaying dealer plates are required to be insured for higher limits of liability, exempting them from the Mandatory Insurance Law. However, a salesperson or a mechanic who may be driving a customer's vehicle is subject to the Mandatory Insurance Law and must show evidence of insurance if requested by a law enforcement office.

Because the Mandatory Insurance Law affects all vehicle owners, both insured and uninsured, it is important to inform all motorists. The Office of the Secretary of State has prepared brochures and posters to educate Illinois citizens of the law's requirements and penalties. To obtain brochures and posters, contact our office at **Mandatory Insurance Division, 501 South 2nd, Room 440, Springfield, Illinois 62756**. Questions will be answered by calling our inquiry line at **(217) 524-4946.**

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

April 1999 **Vol. 15, Issue 4**

JESSE WHITE
Secretary of State

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AT URBANA-CHAMPAIGN

SPECIAL INTEREST LICENSE PLATES FEES

ENVIRONMENTAL license plates feature our state bird, the cardinal, perched on our state prairie grass, big bluestem, set against a blue and white background. The plate number is preceded by an "E" prefix with vanity and personalized plates being available. Funds raised through the sale of these plates go toward maintaining Illinois state parks. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less, recreational vehicles, recreational trailers.

ADDITIONAL FEES: $40 first time issuance - $27 at renewal

VIOLENCE PREVENTION license plates feature a white dove carrying an olive branch in its beak set against a purple and blue background. A stacked "PV" suffix follows the numbers and the plate is available in the vanity and personalized plates. Funds raised through the sale of these plates support domestic violence prevention efforts statewide. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less.

ADDITIONAL FEES: $40 first time issuance - $27 at renewal

PEORIA WILDLIFE PRAIRIE PARK license plates feature a stylized buffalo in front of a sunset on a tan background. The plate contains a "WP" suffix and is **not** available in vanity or personalized . Funds raised go toward the maintenance of the Wildlife Prairie Park in Peoria. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less.

ADDITIONAL FEES: $40 first time issuance - $27 at renewal

SPORTING SERIES BASS license plates feature a white background highlighted with a colorful realistic wide mouth bass. A band in an earthtone color carries the words "Sporting Series". The plate contains a stacked "SF" suffix to the right of the numerals and is **not** available in vanity or personalized. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less.

ADDITIONAL FEES: $40 first time issuance - $27 at renewal

SPORTING SERIES DEER license plates feature a white background highlighted with a colorful realistic white tail deer. A band in an earthtone color carries the words "Sporting Series". The plate contains a stacked "SW" suffix to the right of the numerals and is **not** available in vanity or personalized. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less.

ADDITONAL FEES: $40 first time issuance - $27 at renewal

COLLEGIATE license plates feature the school's choice of insignia and two colors varying by the school. The plate contains a stacked two alpha suffix for each participating school and is **not** available in vanity or personalized. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less.

ADDITIONAL FEES: $40 first time issuance - $27 at renewal

MAMMOGRAM license plates feature the nationally recognized pink ribbon encircled in the words "Mammograms Save Lives" with "Susan G. Komen Breast Cancer Foundation" to the left of the ribbon. The plate contains a stacked "CD" suffix to the right of the numerals and is **not** available in vanity or personalized. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less. **ADDITIONAL FEES:** $25 first time issuance - $25 at renewal

FIREFIGHTER license plates feature a four color Maltese Cross on a background that gradually transforms from silver at the bottom to red at the top. The plate contains a stacked "FF" suffix and is **not** available in vanity or personalized. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less.

ADDITIONAL FEES: $27 first time issuance - $17 at renewal

MASTER MASON license plates feature the Masonic insignia on the standard passenger background. These plates are available to residents who are members in good standing of a recognized Masonic organization. The plate contains a stacked "MM" suffix and is **not** available in vanity or personalized. Eligible vehicles: passenger cars, trucks/vans weighing 8,000 pounds or less.

ADDITIONAL FEES: $25 first time issuance - $25 at renewal

RECLASS CLARIFICATION

It has been brought to our attention that some individuals are misinterpreting the law regarding *reclasses*. The law states that "Plates displayed on second division vehicles weighing 8,000 pounds or less and passenger vehicle plates may be reclassed from one division to the other." This does **NOT** mean these plates can be transferred from one type of vehicle to the other.

"B" truck plates CANNOT be displayed on passenger vehicles. Passenger plates CANNOT be displayed on pickup trucks.

VEHICLE DEALERS & REMITTANCE AGENTS SEMINARS REMINDER

The 1999 Vehicle Services Training Seminars for new and used vehicle dealers and licensed remittance agents are underway. Topics presented include : • Completing Applications • New Plate Categories • Information for Corrections • Power of Attorney Information • New Law on Reclass • Tax Forms: ST - 556, RUT - 25, RUT - 50 • New Law on Repossessions.

Following is the schedule for the remaining seminars and their locations:

* April 6	Tuesday	Grayslake	College of Lake County ***(a.m. session ONLY)**
April 7	Wednesday	Rockford	NIU - Rockford Education Center
April 20	Tuesday	Normal	Illinois State University
*April 22	Thursday	Kankakee	Kankakee Community College ***(a.m. session ONLY)**
April 27	Tuesday	Springfield	University of Illinois - Springfield
*May 18	Tuesday	Charleston	Eastern Illinois University ***(a.m. session ONLY)**
May 25	Tuesday	Palos Hills	Moraine Valley College

Morning Sessions	Afternoon Sessions
Registration - 9 a.m.	Registration - 1 p.m.
Seminar - 9:30 a.m. - Noon	Seminar 1:30 p.m. - 4 p.m.

Morning and afternoon sessions are offered each day with the *exceptions* of: Grayslake, Kankakee, and Charleston. Each individual should attend only one half-day session. If you have not submitted your registration form to Linda Deering, VSD Training Coordinator, please submit it *via* **FAX (217) 524-3913**. You will receive a confirmation letter approximately two weeks prior to the assigned seminar date.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

May 1999 **Vol. 15, Issue 5**

JESSE WHITE
Secretary of State

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AT URBANA-CHAMPAIGN

LIENS

When an application for a vehicle title is being submitted that includes a lien, it is essential that the lien information is indicated on both the **back of the title** and on the **application.** This assures that the new title will be issued correctly, showing the lienholder and causing the title to be mailed to the lienholder. When lien information is omitted from the new title, the title will be mailed to the vehicle owner instead of the lienholder.

SPECIAL HAULING ALERT

If you want a Special Hauling Vehicle Permit *(SHV Permit),* you must **confirm** that your fiscal registration fee includes the **extra $100 fee** to renew your *SHV Permit.*

If you do not have confirmation of payment for this additional fee, you will have to submit a separate *SHV Application* and $100 fee with your registration renewal.

DEALER LIENHOLDER HOTLINE

Dealers and lienholders only are encouraged to call our **Inquiry Line (217-782-6877)** with any title or title processing questions. Service hours are:

- 8:00A.M. - 4:25P.M.
- Monday - Friday

➜ Optimum days to call are Thursday and Friday.

When your **customers** need information on title and title processing, they should call our ***toll-free*** **Information Line (1-800-252-8980)** which is in service:

- Each state business day
- Saturday

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ADDRESS CHANGES

To assure receipt of Dealer/Remitter Bulletins on a *timely basis* each month, please notify this office of any address changes. All changes should be forwarded to:

Mark Bartletti, Manager-VSD Dealer Licensing Section
501 South 2nd Street, Room 069, Howlett Building
Springfield, IL 62756-7000

RECLASS FEES

PA90-744 (SB955) distinguishes between a reclass and a weight upgrade. In addition, the set reclass fee has been replaced with a fee based on whether new plates are required, how many plates, and whether a replacement sticker is required or, in a few cases, whether a corrected ID is all that is required.

In the case of a **reclass**, (changing from one plate category to another, or going from the farm plate category to the flatweight plate category), credit can only be given for unused portions of a plate. An example of this would be going from a *VJ* plate to a *J* plate.

In the case of a **weight upgrade** (increasing the registered weight within the same plate category), current quarter credit is used. Examples of an upgrade would be increasing the registered weight within the farm plate category going from a *VJ* plate to *VK* plate or increasing the weight within the flatweight plate category going from a *J* plate to a *K* plate.

The fee for a reclass or an upgrade will be **$5** if only one new plate is required, **$9** if one plate and a sticker is required, **$7** if a set of plates is required and **$11** if a set of plates and a sticker is required, or in the case of a tow truck or apportioned plate weight upgrade, **$2** for the corrected *ID* or *cab card*.

NOTE: No refunds can be issued, and credits are only issued on a *one plate-for-one plate* basis, i.e., an applicant cannot turn in two plates for credit toward the purchase of one new plate.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

June 1999 **Vol. 15, Issue 6**

JESSE WHITE
Secretary of State

DEALER & REMITTANCE AGENT SEMINARS

With the completion of the 1999 Dealer/Remittance Agent Seminars, the Vehicle Services Department is reviewing your comments about the sessions. The comments of dealers and remittance agents are invaluable to the Office of the Secretary of State and, as preliminary plans are being made for the 2000 seminars, we welcome your ideas and suggestions for materials to be included. Questions, comments and suggestions are welcomed and encouraged.

Your suggestions should be forwarded to: Linda Deering, VSD Training Coordinator, Room 432, Howlett Building, 501 South 2nd Street, Springfield, IL, 62756, **FAX** (217) 524-3913. Thank you for your input and for helping us provide training in the areas you feel are important.

LIENS

When a transaction submitted for title and/or registration has a lien, it is essential that information is indicated both on the lien area of the title and on the application. This is an asset to everyone connected to the title, so the new title will correctly identify the lender and the title will be mailed to them.

If the lien is omitted when the new title is issued, the title will be mailed to the owner/s instead of the lienholder. When this is discovered, this office must retrieve the title, issue a new one properly indicating the lien, and remail the title to the lienholder.

DEALER DISCLOSURE OF REBUILT VEHICLE STATUS

Due to the enactment of S.B. 1202 (P.A. #89-190), new and used vehicle dealers will need to remain alert to designations on titles that indicate a vehicle as *rebuilt.*

Effective Jan. 1, 1996, dealers licensed under 5/5-101 and 5/5-102 must disclose the fact that a vehicle has been *rebuilt* by furnishing their buyer with a Disclosure of Rebuilt Vehicle Status Form. Also, when purchasing or accepting as trade a vehicle from an individual, that seller must provide the dealer with a Disclosure of Rebuilt Vehicle Status Form. The form is provided by the Secretary of State. The form requests seller and buyer information, the pertinent vehicle description and the signature of **both** the buyer and the seller. The form is to be delivered to the buyer prior to the completion of the sale of the vehicle.

If you have questions, contact the Secretary of State Department of Police at (217) 785-5486.

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AT URBANA-CHAMPAIGN

CLARIFICATION ABOUT FOURTH QUARTER REGISTRATION FEES

According to the *Illinois Compiled Statutes,* "a vehicle which becomes subject to registration during the last month of the current registration year is exempt from any applicable reduced fourth quarter registration fee, and may register for the subsequent registration year as its initial registration."

A truck or trailer purchased on June 1, 1999, or after, **will be exempt** from the fourth quarter registration fees for the 1999 registration year, and may apply for the 2000 registration year. A truck or trailer purchased prior to June 1, 1999, **will be required** to submit the fourth quarter registration fees for the 1999 registration year prior to purchasing the 2000 registration. To avoid delays for the 2000 registration, submit both years' fees when applying for title and registration.

This law applies to Bus, Truck and Tractor plate categories ranging from "D" through "Z". It also applies to Trailer plate categories ranging "TA" through "TN". The "B" truck plate category is exempt from this law because of its staggered registration.

ADDRESS CHANGES ON REGISTRATION

Illinois residents have ten days to notify the Office of the Secretary of State in writing when they change their addresses (625 ILCS 5/3-416). This may be done in either of these ways.

Pre-printed Renewal - *Line-out* the incorrect address and legibly print the correct address in the same area.

Card or Letter - *Mail to*: License Correction Section
501 South 2nd Street
Room 009, Howlett Building
Springfield, IL 62756-7000

Specify **each** of the following: old address; new address; license plate number; and vehicle information (year, make, vehicle identification number). **The address change will be processed on both current and expired license plates.** Registration should indicate an Illinois address unless the individual maintains a residence in Illinois, but receives mail in an adjoining state, or the individual is either a student at an out-of-state learning institution or an active member of the USA Armed Forces stationed outside Illinois. *One time only mailings* to other states are honored when the request is received with the transaction.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

July 1999 **Vol. 15, Issue 7**

JESSE WHITE
Secretary of State

REGISTRATION STICKERS

The ***Illinois Vehicle Code***, **Section 5/3-413(b)** requires that a registration sticker "*be clearly visible at **all** times.*" Dealers who supply their customers with license plate holders should make sure the holders do not obstruct the visibility of the registration sticker.

COMPLETING APPLICATIONS PROPERLY

Applications that are not completed *in full* may cause a delay in the issuance of a preprinted renewal form. The application must be completed with all pertinent information including the weight/number of *cc's*, where applicable, the county and county code, and all vehicle/owner information.

FISCAL STICKERS

Effective with the issuance of the 2000 fiscal stickers, there will be a single sticker issued for each fiscal plate category. Listed below are the fiscal plate categories and the sticker issued for each category.

Flat Weight Trucks - D through Z, and Flat Weight Trailers - TB through TN will be issued a **TK** sticker.

Farm Trucks - VF through VZ, and Farm Trailers - VDD through VDL will be issued a **TF** sticker.

One Year Calendar Miscellaneous Plates - Ambulance, Commuter Van, Fertilizer Spreader, Funeral Home, Livery, Taxi, and Tow Truck will be issued a **CA** sticker.

Two Year Calendar Miscellaneous Plates - Municipal Bus, Ceremonial, Charitable Vehicle, Driver Education, Farm Fertilizer Trailer, Farm Machinery, Electric Vehicle, Exempt Vehicle, and School Bus will be issued a **CB** sticker.

Miscellaneous Fiscal Plates - Conservation, Medical Carrier, Permanently Mounted, and Public Transportation will be issued a **FI** sticker.

Mileage Tax - Bus, Truck, and Trailer Plates - MD through MZ, and TM will be issued a **MI** sticker.

TA Trailers, in addition to passenger, and B truck plates will be issued a **F** sticker.

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MILEAGE TAX PLATE RENEWAL

A **new** *original surety bond* is required when renewing or purchasing mileage plates.

- Surety bond must be for the **fiscal year** ***1999-2000***.
- The name on the registration and bond must be **identical.**
- Surety bond must be **signed**.

A copy of the *Schedule 1, Form 2290*, Heavy Vehicle Use Tax, filed with the Internal Revenue Service, **must be submitted for any vehicle registered at 55,000 lbs. or more**. The *Form 2290* must be for taxable year **July 1, 1998 through June 30, 1999**.

The beginning odometer reading is needed when **purchasing mileage tax plates for the first time.**

IRP MILEAGE REPORTING PERIOD FOR 2001

Truckers licensed under the International Registration Plan (*IRP*) are reminded to compile mileage records for the **2001** registration year. The mileage reporting period to determine 2001 license plate fees closes on **June 30, 1999**.

IRP fees are based on the number of miles driven during the previous fiscal year. Therefore, truckers whose registrations were apportioned previously under the *IRP* should compile their mileage from July 1, 1998, through June 30, 1999, to compute their 2001 fees.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

August 1999 **Vol. 15, Issue 8**

JESSE WHITE
Secretary of State

DEALER LICENSE PLATES DISPLAY REQUIREMENT

Law enforcement has advised this office that there are some dealers only displaying one dealer license plate on vehicles for which they are demonstrating for sale. The law requires ***two*** *dealer license plates to be displayed on those vehicles that require* ***two*** *license plates to be displayed whenever they are being operated on the roads in Illinois* **(passenger vehicles, pick-up trucks, vans, etc.)** Potential buyers could end up being embarrassed and some vehicle dealers could possibly be issued citations for these violations.

DEALER LICENSE RENEWALS

Dealer license renewals for 2000 will be mailed out this month. The dealer application must be signed and notarized, and should include all supporting documents and the proper fee. To ensure the delivery of your new dealer plates by Jan. 1, 2000, your **renewal should be received** by the Office of Secretary of State no **later than Nov. 15,1999.**

REMITTANCE AGENT LICENSE RENEWALS

The 2000 Remittance Agent license renewals will be mailed out this month. The application and supporting forms must be completed for **each location** and **should be submitted** with the proper fee to the Office of Secretary of State **no later than Nov.15, 1999.**

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RESALE

License plates are **not** transferable between individuals, firms or corporations. Therefore, when license plates are going from one individual, firm or corporation to another, a ***resale*** must be processed. This policy also includes license plates going from one family member to another family member or individual.

Resale of D through Z truck plate categories may be processed up to the expiration date of the plate.

LIENS

When a transaction submitted for title and/or registration has a lien, that information must be indicated on the lien area of the title and on the application. This is an asset to everyone connected to the title, so the new title will correctly identify the lender and the title will be mailed to them.

Please note, if the application indicates a "mail to" address different from the lienholder address, Illinois law requires the certificate of title to be mailed to the lienholder and the "mail to" address will be ignored.

If the lien is omitted when the new title is issued, the title will be mailed to the owner(s) instead of the lienholder. When this is discovered, this office must retrieve the title, issue a new one properly indicating the lien, and remail the title to the lienholder.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

September 1999 **Vol. 15, Issue 9**

JESSE WHITE
Secretary of State

IMPORTANT NOTICE FOR YEAR 2000 AMBULANCE REGISTRATIONS

When registering an ambulance for the year 2000, privately owned companies must provide our office with a Vehicle Safely Inspection Report dated within the last six months, proof of Public Health Inspection and a *Certificate of Insurance.* **Municipally owned ambulances must provide proof of safety inspection dated within six months and public health inspection; however, no proof of insurance or registration fee is required.**

ODOMETERS - TRUTH IN MILEAGE ACT

The Truth in Mileage Act (TIMA) became effective Jan. 1, 1990 in Illinois. As specific points of the law are still being questioned, we are reminding everyone of its importance and requirements. This law is now effective in all fifty states. It affects the certifications required to obtain a new title for any vehicle that is under the law. The intent is to improve customer service by reducing consumer fraud on odometers. The most common error experienced by the Office of the Secretary of State is a failure to have two indicators in the odometer area of the application. **Please indicate both a numerical figure and a notation box. It is required for a vehicle subject to TIMA.**

Some vehicles may be sold with only the owner(s) signature(s) as seller on the assignment or reassignment area. They do not need current mileage; in fact, these titles cannot be printed with odometer information. The legend will always read "mileage not required". These vehicles are:

- A vehicle that is 10 years old or older
- A vehicle that is non-motorized
- A vehicle that has a gross vehicle weight rating of more than 16,000 pounds
- A vehicle purchased by the federal government
- A new vehicle which is being transferred to another new vehicle dealer franchised by the same manufacturer

The formula for determining when a vehicle is exempt from TIMA is as follows:

Current calendar year minus 10 = first exempt model year.

When a vehicle is subject to TIMA (non-exempt) and sold, certifying the current odometer consists of several requirements: **BOTH** a numeric figure and a box explaining the meaning of the numeric figure is required. The box which states the number written "exceeds mechanical limits" should be indicated if a vehicle with a five digit odometer capacity has exceeded 99,999, OR a vehicle with a six-digit odometer capacity has exceeded 999,999. As long as the vehicle's odometer correctly reflects its true odometer, "actual" mileage should be indicated. If the odometer has been broken or otherwise cannot be read, a statement to that effect should be included with the transaction.

Certain signatures are required on the assignment and reassignment areas of the title to certify the odometer. This includes the signature and printed name of each seller and at least one buyer, when the certification is made on a conforming title. When the certification is made on a conforming MCO and the odometer disclosure statement, the signature and printed name of all sellers and all buyers is required. Signatures of the seller(s) serve two purposes: they release interest in the vehicle and certify odometer. If either party is a firm, the name of that firm must also appear.

When the "actual" odometer reading is indicated, the mileage cannot be less than it was on the previous title. If it is, research will prove where the error occurred and statements from the persons involved in the error will be required. This may be the last buyer(s) and seller(s) or the error may have occurred previously to their ownership of the vehicle. If there is no statement or indication of an error, an odometer that is less than the previous odometer reading will result in a title which is notated "not actual mileage".

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SECURE POWER OF ATTORNEY FORMS

PROPER USAGE: These forms are not to be used for exempt vehicles, but only for vehicles which must comply with TIMA. The secure POA form only needs to be completed in the following two situations:

1. if a title for a vehicle in the seller's name is being held by a lienholder, or
2. if the seller's title for a vehicle is lost and a duplicate title from the state will be issued. It is meant to cover those situations where the same person (i.e., a dealership) may need to sign for both the buyer and the seller.

GRANTING POWER OF ATTORNEY: Only the buyer of a vehicle can be granted Power of Attorney on a secure POA form. If a vehicle is being sold to a dealership, the dealership would be granted this power. Third parties cannot be granted Power of Attorney if they are not actually going to acquire title to the vehicle in their name. Third parties must use the general Power of Attorney form, allowing the third party to sign for either the buyer or the seller, but not both.

PARTS A, B, C: **Part A** of the form is to be completed when the seller of a vehicle does not have the title document because the title is being held by the lienholder or the original title is lost. **Part B** is to be completed **only** if the vehicle is sold before receiving the title from the state or lienholder. If Part A and Part B are completed, **Part C** must also be completed. If the vehicle is sold alter the title is received from the state or the lienholder, assignment for a sale must be completed on the reassignment area of the title. The secure POA may, therefore, take the place of the first assignment or the first assignment and the reassignment. **PART B** is completed **without Part A only** if the dealer's name must appear on the title document because of the lienholder's demand.

SUBMITTING SECURE POWERS OF ATTORNEY FORMS: The original secure POA form must be submitted along with an application for vehicle title in the name of the buyer.

SELLING TO ANOTHER DEALER OR AN OUT-OF-STATE BUYER: A dealer using a secure power of attorney with a title transaction is not required to obtain a title in the name of the dealership prior to selling a vehicle to another dealer or an out-of-state buyer. The following steps must be adhered to by the dealer **when the vehicle is sold to another dealer or an out-of-state buyer:**

1. Top page of the Illinois secure power of attorney from must be attached to the properly assigned Illinois title and forwarded to the dealer or out-of-state buyer.
2. One of the other pages of the secure power of attorney form, containing an **original signature of the seller,** must be forwarded, with a copy of the front and back of the title properly assigned to that dealer or out-of-state buyer, to the following address: Illinois Secretary of State, Howlett Building, Vehicle Titles Division, 501 S. 2nd St., Room 611, Springfield, IL, *62756.*

REGULAR OR NON-SECURE POWER OF ATTORNEY FORMS: The regular power of attorney, whether on the 5" x 8" form produced by this office or a form produced by another entity should be used for other circumstances, such as: A third party signature (person signing for only the buyer or only the seller) or an exempt vehicle.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

Edmund Michalowski
Director

October 1999 **Vol. 15, Issue 10**

JESSE WHITE
Secretary of State

NEW REGISTRATION FEE EFFECTIVE DATES

Renewals: All current registrations expiring Dec. 31, 1999, or sooner, will be renewed using the ***old*** fee schedule. All current registrations expiring Jan. 31, 2000, or thereafter, will be renewed using the ***new*** fee schedules.

New Registrations: If the new registration being issued has a 2000 expiration, use the ***old*** fee schedule. If the new registration being issued has a 2001 expiration, use the ***new*** fee schedule.

IRP

By preparing your mileage records **now** for the period covering July 1, 1998 to June 30, 1999, the renewal process will proceed more efficiently. The completed forms should be mailed to: Illinois Office of the Secretary of State, Commercial & Farm Truck Division, Room 300 - Howlett Building, 520 South 2nd Street, Springfield, IL, 62756.

NON-RECEIPT OF LICENSE RENEWAL STICKERS/PLATES

All questions/problems related to the non-receipt of license plates or renewal stickers will be handled by the Processing Plus Section. All **inquiries** should be directed to **217-785-9364** or **217-782-1069**. This also includes the non-receipt of renewals stickers issued through the *Touch Tone Renewal Program.*

AUTO THEFTS

St. Louis County police are looking for suspects in a *string of auto thefts* from car dealerships.

Detective Frank Cross states, "A black female asks to test drive a car, but provides a stolen driver's license permit as proof of identity. The trusting salesman then hands her the keys, but she doesn't return from the solo test ride. The suspect may also be working with a black male and/or another black female and child."

On two different occasions, the suspects were seen in a Dodge *Neon* with stolen license plates of **816ART/MO**.

> The female suspect is described as 5'1" to 5'4", 150-170 lbs., with a large buttocks and large breasts. She has used the expired stolen driver's license permit in the name of **VENA A. BANKS, 3-14-76, 490-78-9542**.
>
> The male suspect is described as 35-40 years old, 6'0", 150 lbs. with missing teeth on the left side of his mouth, and uses the name of **ROBERT JOHNSON**.

For more information, please contact **Detective Cross** of the St. Louis County Police Department, at **314-872-2544**.

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OCT 15 1999

DEALER SPECIALS

A **Dealer Special Title Service** is offered by this office for mail-in transactions. These titles are processed as a priority to assist dealers who need title only applications expedited for vehicles in their inventory. If someone has lost the title of a trade-in, the transaction must be mailed back to the dealership if it is requested through this service. The dealer special title might also be a salvage or corrected title request to clear up a mistake before a vehicle is sold.

Please address dealer special titles to: **Dealer Special Title Service,** Howlett Building - 6th floor, 501 South 2nd Street, Springfield, IL 62756. Do not mix dealer special titles in the same envelope with your customer transactions as this may result in a delay for all the title applications.

A remitter, who mails in work for a dealer, may use our **Dealer Special Title Service**, but a dealer who brings work to the Howlett Building in Springfield, may not. He or she must have work processed through the Commercial Services Section's Express Service.

Questions concerning **Dealer Special Title Service** should be directed to the ***Dealer Hotline*** at **217-782-6877**.

HEAVY VEHICLE USE TAX

A motor vehicle with a declared operating weight of 55,000 pounds or more must show proof of compliance with the Federal Heavy Vehicle Use Tax to be eligible for registration in Illinois.

Proof of compliance with the use tax **must be submitted** with the registration application. Proof, however, is not required for a newly purchased vehicle registered within 60 days of the purchase date. **One** of the following items must be submitted as proof:

1. Schedule 1 (Form 2290) showing receipt date or verification date.
2. Photocopy of the Schedule 1 (Form 2290) without the receipt date or verification date and a photocopy of both sides of the canceled check.

Dealerships are advised to request transfer tax information from individuals trading or selling vehicles for which the heavy vehicle use tax has been paid. This office cannot accept any Form 2290s when the tax period years have been changed or altered even if an IRS employee changed the form.

For information regarding the appropriate tax form and other matters related to the Heavy Vehicle Use Tax, contact the Internal Revenue Service Center at 1-800-829-1040 or the Office of the Secretary of State, Commercial and Farm Truck Division at 217-785-1810.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

November 1999 Vol. 15, Issue 11

JESSE WHITE
Secretary of State

NEW FEES FOR 2- AND 5-YEAR PLATES

Because the 2-Year Calendar Plates and the 5 -Year Antique Plates expire Dec. 31, 1999, the ***old*** fees will be used for this upcoming renewal. This will tie in with the effective date as outlined in *PA90-287,* which states that the current fees will be in effect through the registration year 2000. Any new applicant coming in **after Jan. 1, 2001** for the 2-Year or 5-Year Plate will be charged the ***new*** **fees**.

ILLINOIS LICENSED DEALER AUCTIONEER NOTICE

The Office of the Secretary of State will be advising you monthly of those Illinois dealers that are **no longer licensed to sell and buy vehicles**. Your cooperation in denying those entities to participate at your auctions will be appreciated. In addition, those entities **without proper proof of being licensed with a dealer's license** should **not** be allowed to participate in motor vehicle auctions.

IRP - MILEAGE RECORDS

By preparing your mileage records **now** for the period covering **July 1, 1998 to June 30, 1999** the *renewal process* will proceed more efficiently. The completed forms should be mailed to: Illinois Office of the Secretary of State, Commercial & Farm Truck Division, Room 300, Howlett Building, 501 South 2nd Street, Springfield, IL 62756.

NEW REGISTRATION FEE EFFECTIVE DATES

Renewals: All current registrations expiring Dec. 31, 1999, or before will be renewed using the ***old*** fee schedule. All current registrations expiring Jan. 31, 2000, or thereafter, will be renewed using the ***new*** fee schedules.

New Registrations: If the new registration being issued has a 2000 expiration, use the ***old*** fee schedule. If the new registration being issued has a 2001 expiration, use the ***new*** fee schedule.

CERTIFICATES OF TITLE & LEIN ASSIGNMENTS

Beginning in December 1999, ***Certificates of Title*** (*VSD-40.17*) will have **one additional re-assignment on the back of the certificate,** and the ***lien assignment*** will **no longer be on the back of the certificate**. All liens on a vehicle **must be placed on the application for title and/or registration.**

CIRCUIT BREAKER DISCOUNT

It has been brought to our attention that there is some confusion as to when a *Circuit Breaker Discount* can be used. Please note: the Illinois Vehicle Code (*IVC 5/3-806.3*) limits the use of the *Circuit Breaker Card* to vehicles displaying the ***standard*** passenger plate, the Persons with Disabilities Plate, "B" Truck Plate (*second division vehicles* registered at up to 8,000 pounds), and the Recreational Vehicle Plate when the RV is registered at up to 8,000 pounds.

There are **two exceptions** to the *standard passenger plate:* the Purple Heart plate (IVC 5/3-623) and the Korean War Veteran plate (IVC 5/3-626). The *Circuit Breaker Discount* **cannot** be applied to any of the other *special plate categories:* i.e., the Environmental, Prevent Violence, Universal Veteran, Sportsmen Series, etc.

The *Circuit Breaker* can be applied to a vanity license plate in any of the above authorized plate categories, but the discount **will only apply to the base registration fee**, i.e; the cost of a first time issuance of a standard passenger vanity plate with the *Circuit Breaker Discount* is $99 ($24 + $75). For each vanity renewal, the cost is $34 ($24 + $10).

Effective Jan. 1, 2000, the fee for a license plate using the *Circuit Breaker Discount* will remain at **$24**. This fee **will only apply to the same plate categories as stated above**. However, ***vanity*** fees will **increase.** An *original vanity issuance* with the *Circuit Breaker* will be **$118**($24 + $94), and each *vanity renewal* will be **$37** ($24 + $13).

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MISCELLANEOUS REGISTRATION FEES

Listed below are the miscellaneous fee increases that take effect as a result of *PA91-37*. These are the fee increases that **will not** be included on the new fee charts when they are available. These fees are effective Jan. 1, 2000, with the exception of the Dealer, Manufacturer, In-Transit & Repossessor plate fees that become effective with the 2001 registration year. **PLEASE NOTE**: These fee increases were **opposed** by **Secretary of State Jesse White.**

Plate Transfer Fee	**$15**
Titles:	
Standard Certificate	**$65**
Duplicate Certificate	**$65**
Corrected Certificate	**$65**
Off-Highway Motorcycle/ATV Certificate.	**$30**
Off-Highway Motorcycle/ATV Certificate Used in Production Agriculture	**$13**
Salvage Certificate	**$4**
Junking Certificate	**No Fee**
Permits:	
5-Day Permit	**$6**
1-Month Permit	**$13 plus 1/10th of the flat weight tax**
Temporary Apportionment/Prorate Authorization Permit	**$3**
Non-Resident Drive-away Permit	**$6**
72-Hour Trip Permit	**$19**
Special Hauling Vehicle Permit	**$125**
Fleet Reciprocity Permit	**$15**
Registration or Title List	**$250 up front plus $25 per 1,000 records**
Individual Title Record	**$5 each**
Individual Registration Record	**$5 each**
Certification of Individual Records	**$5 each**
Driver's License Abstract	**$6 each**
Rebuilt Vehicle - Secretary of State Inspection Fee	**$94**
Replacement Plate(s) & Sticker:	
Single Plate	**$6**
Set of Plates	**$9**
Sticker	**$5**
Prorate Decal	**$1**
Prorate Backing Plate	**$3**
Dealer, Manufacturer & In-Transit Plates:	
Master	**$45**
Duplicate Plates	**$13**
Additional Duplicates	**$78**
Repossessor Plates each set	**$45**

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

December 1999 Vol. 15, Issue 12

JESSE WHITE
Secretary of State

REBUILT VEHICLE INSPECTIONS

Effective Jan. 1, 2000, the model year for rebuilt vehicles that require salvage vehicle inspection **changes** from "1991 and newer" to "1992 and newer." Consequently, 1991 and older rebuilt vehicles will not require inspection.

ODOMETER MILEAGE YEAR EXEMPTION

Also effective Jan. 1, 2000, the **most recent model** for a vehicle to be exempt from the Truth in Mileage Act odometer requirements changes from 1989 to **1990** for all titles issued after Dec. 31, 1999. The formula for determining the model year exemption is: **CURRENT YEAR MINUS 10 EQUALS THE FIRST EXEMPT MODEL YEAR (i.e., 2000-10=1990).** All titles issued after Dec. 31, 1999, involving a 1990 model or older vehicle will be *automatically exempt* from Truth in Mileage requirements.

The notation *"Mileage Not Required"* will be printed on the face of the title. In addition, four other situations do not require an odometer disclosure when ownership of a vehicle is transferred: 1. The vehicle is non-motorized. 2. The vehicle has a gross vehicle weight rating (GVWR) of more than 16,000 pounds. 3. The vehicle is being purchased by the federal government. 4. The vehicle is new and being transferred from one franchised dealer to another.

NEW REGISTRATION FEE EFFECTIVE DATES

Renewals: All current registrations expiring Dec. 31, 1999, or before will be renewed using the ***old*** fee schedule. All current registrations expiring Jan. 31, 2000, or thereafter will be renewed using the ***new*** fee schedules.

New Registrations: If the new registration being issued has a 2000 expiration, use the ***old*** fee schedule. If the new registration being issued has a 2001 expiration, use the ***new*** fee schedule.

REPOSSESSION TRANSACTIONS

Currently, when processing a repossession transaction without surrendering the outstanding Illinois Certificate of Title, the creditor must apply for a title in their own name, submit the *Affidavit of Repossession* and a copy of the loan contract in lieu of the title. Effective immediately, the creditor **must include** a statement on the ***Affidavit of Repossession* that no third party is involved in the transaction**.

TEMPORARY REGISTRATION PERMIT RESTRICTIONS

Recently, there have been several instances in which law enforcement personnel have ticketed insured vehicles operating on TRPs. There are several insured vehicle license plate categories that **cannot** be issued TRPs. State law dictates specific insurance provisions be met prior to these vehicles being operated on state roadways. The license plate categories are: Ambulance, Funeral Home, Livery, Medical Carrier, Public Transportation, Taxi, and Tow Trucks. Applications, proper fees, and Certificates of Insurance for these vehicles may be sent to the Office of the Secretary of State, Non-Standard Plates Section, Room 539, Howlett Building, 501 South Second Street, Springfield, IL 62756, or may be submitted at the Chicago North Facility located at 5401 North Elston Avenue, Chicago, IL. 60630.

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RENTAL VEHICLES

All rental vehicle applications should have Box 21 checked on the vehicle registration application (VSD 190). This box will ensure that the auditor assigns the proper expiration date to the registration. Passenger rental vehicles expire in December and truck rentals in June.

MILEAGE TAX REPORTING FORMS

Semi-annual mileage reporting forms for December odometer readings must be returned by Jan. 10, 2000, for all mileage tax plate registrations. Reporting forms **not received by the Jan. 10, 2000, deadline** are subject to suspension or revocation of Mileage Tax registration. A daily record of miles traveled by vehicles must be kept on file by the owner and available for **audit** for three years.

IRP TRAILERS

An apportioned semi-trailer *"is a semi-trailer used in interstate commerce and registered with an apportioned power fleet."* If an apportioned *power fleet* is changed to a *flat-weight, farm* or *mileage fleet*, the semi-trailers must be changed from a *"T" plate to a "ST" plate*. Apportioned trailers and semi-trailers cannot continue to be operated **without** a corresponding power fleet.

TOW TRUCK LICENSING REQUIREMENTS

Two major changes occurred in the licensing of tow trucks from Public Act 89-433, effective December 15, 1995.

1. Applicants need only register for the empty weight of the fully equipped tow truck. The weight of an unregistered vehicle will be covered when the third tow truck plate is displayed on the vehicle.
2. Insurance requirements indicated on certificates of insurance have been changed to reflect the following minimal coverages:
    a. Automobile liability - $500,000 combined single limit.
    b. Garage liability - $500,000 combined single limit.
    c. On-hook coverage - $25,000
    d. Garage keepers - $25,000
    e. Workers compensation - If workers compensation is not listed on the certificate of insurance, a signed statement is required indicating that the applicant has no employees.

The Office of the Secretary of State will accept the following statement on the certificate of insurance:
"This policy meets or exceeds the minimum requirements of Public Act 89-433."
The law makes no distinction between tow truck operators who do or do not repair or store vehicles. Any new business transaction requiring a new certificate or renewal will have to show this coverage before it can be processed by the Office of the Secretary of State.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

January 2000 A11 **Vol. 16, Issue 01**

JESSE WHITE
Secretary of State

ANNOUNCEMENT

VEHICLE DEALERS AND REMITTANCE AGENTS

Secretary of State Jesse White and the Vehicle Services Department invite you and your employees to attend one of the 2000 training seminars. These seminars are available for persons responsible for preparing vehicle title and license plate transactions. As a result of your response to our 1999 Seminar Evaluation Forms, the following topics are scheduled for the 2000 session. **Procedures for over-the-counter sticker sales for financial institutions will NOT be covered in this training.**

TOPICS THAT WILL BE PRESENTED AT TRAINING SEMINARS

- Completing Applications
- Information for Corrections
- Information on New Fees
- New Plate Categories
- New Title Information
- Tax Forms: ST - 556, RUT - 25, RUT - 50
- Additional subjects may be added.

****

LOCATIONS, DATES & TIMES LISTED BELOW - REGISTRATION FORM ON REVERSE SIDE

****

HOW TO REGISTER

Complete the registration form on the reverse side and return it to this office by ***MARCH 2, 2000***. After our office processes your registration, you will receive a confirmation letter **approximately two weeks before the requested seminar date.**

2000 VEHICLE SERVICES TRAINING SEMINAR SCHEDULE

March 15	Wednesday	Charleston	Eastern IL University	**(a.m. Session ONLY)**
March 21	Tuesday	Galesburg	Carl Sandburg College	**(a.m. Session ONLY)**
March 23	Thursday	Ina	Rend Lake College	**(a.m. Session ONLY)**
March 28	Tuesday	Kankakee	Kankakee Community College	**(a.m. Session ONLY)**
*April 6	Thursday	Springfield	University of IL Springfield	
*April 11	Tuesday	Belleville	Belleville Area College	
April 18	Tuesday	Normal	IL State University	**(a.m. Session ONLY)**
May 9	Tuesday	Grayslake	College of Lake County	**(a.m. Session ONLY)**
*May 10	Wednesday	Rockford	NIU Rockford Valley College	
*May 17	Wednesday	Palos Hills	Moraine Valley College	

***Morning and afternoon sessions will be held at Springfield, Belleville, Rockford and Palos Hills.** All other seminars will be morning sessions **only**.

Morning Sessions	Afternoon Sessions
Registration - 9 a.m.	Registration - 1 p.m.
Seminar - 9:30 a.m. - Noon	Seminar 1:30 p.m. - 4 p.m.

Each individual should attend **one** half-day session.

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Enrollment will be limited for each session. Although we cannot guarantee your first choice of time we will make every effort to accommodate your requests. Attendance at these seminars is free. You will receive *a confirmation letter* **TWO WEEKS prior TO THE DATE YOU REQUESTED FOR THE SEMINAR.** Completed forms **must be returned to this office by *MARCH 2, 2000*.**

----------**Detach and Return**----------

TRAINING SEMINAR REGISTRATION FORM		
BUSINESS NAME		
DEALER PLATE (DL#)	**REMITTER (RA#)**	
ADDRESS		
CITY	ZIP	PHONE ( )
SEMINAR LOCATION (city)		

NAME OF EACH PERSON ATTENDING	FIRST CHOICE DATE & TIME (AM/PM)	SECOND CHOICE DATE & TIME (AM/PM)

Please use a separate sheet of paper if more space is needed. Return or **FAX** completed form to

Linda Deering, VSD Training Coordinator
Room 432, Howlett Building
501 South 2nd Street
Springfield, IL 62756
FAX (217) 524-3913

If you have any questions regarding these seminars, please call (217) 524-1165.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

February 2000 **Vol. 16, Issue 2**

JESSE WHITE
Secretary of State

NEW FEE *vs.* OLD FEE

Calendar Registrations:

Renewals:

Current Registration Expires Dec. 31, 1999 – Renew for 2000 at Old Fee
Registrations Expiring Dec. 31, 2000 – Renew for 2001 at New Fee

New Issuance:

Through Nov. 30, 2000 – Issue 2000 Registration at Old Fee
Beginning Dec. 1, 2000, and thereafter – Issue 2001 Registration at New Fee

Fiscal Registration:

Renewals:

Current Registration Expires June 30, 2000 – Renew for 2001 at New Fee

New Issuance:

Through May 30, 2000 – Issue 2000 Registration at Old Fee
Beginning June 1, 2000, and thereafter – Issue 2001 Registration at New Fee

IRP/Apportioned:

Renewals:

Current Registration Expires March 31, 2000 – Renew for 2001 at New Fee

New Issuance:

Through March 31, 2000 – Issue 2000 Registration at Old Fee
Beginning April 1, 2000, and thereafter – Issue 2001 Registration at New Fee

Staggered Registrations:

Renewals:

Current Registration Expires Dec. 31, 1999, or sooner - Renew for 2000 at Old Fee
Current Registration Expires Jan.1, 2000, or later - Renew for 2001 at New Fee

New Issuance:

Through Dec. 31, 1999 – Issue 2000 Registration at Old Fee
Beginning Jan. 1, 2000 – Issue 2001 Registration at New Fee

Two-Year Calendar Plates & Antique Plates:

Renewals:

Current Registration Expires Dec. 31, 1999 - Renew for 2000 at Old Fee

New Issuance:

Through Nov. 30, 2000 – Issue at Old Fee Beginning Dec. 1, 2000 – Issue at New Fee

Miscellaneous:

Title Fees, Plate Transfer Fees, Permit Fees and other miscellaneous fees are effective Jan. 1, 2000, based on the purchase date or the date of application, whichever currently applies. See November 1999 *Dealer/Remitter Bulletin* for a listing of the Miscellaneous Fees.

ATV & OFF-HIGHWAY VEHICLE DUPLICATE & CORRECTED TITLE FEES

Effective **Jan. 1, 2000**, **duplicate** and **corrected title application fees** for all-terrain vehicles and off-highway motorcycles will be $30, and $13 if used in production agriculture.

Printed by authority of the State of Illinois – February 2000 – 10,750 – GA-925
http://www.sos.state.il.us

LIEN ASSIGNMENTS

Lien assignments are now on the face of the Certificate of Title. Please ensure that these can be clearly read. To guarantee the new Certificate of Title reflects the new lien, the title application must have the lien placed in Space #23 (on the RED application), or #27 (on the BLUE application). Please note that by law, the Office of the Secretary of State must mail the certificate to the lienholder if indicated on the application.

NEW FEES FOR MOTORCYCLE OR ATV DEALERS

If a dealer must title an all-terrain vehicle or off-highway motorcycle in the dealership name, via Public Act 91-0441, **effective Jan. 1, 2000, the fee will be $13**. Previously, the fee was $30 unless the vehicle was used for production agriculture. Please note that this fee change was not included in the fee schedule.

OHIO TITLES STOLEN

The State of Ohio has discovered that **original** Certificates of Title (Control #s **011217141 – 01121800**) have been stolen. If you have an Ohio Certificate of Title surrendered to you with any of these Control #s, please contact **Mike Kelso** of the ***NICB*** at **(708) 430-5100** and the **Secretary of State Police** at the following numbers **as soon as possible**:

District #1 Bellwood Office	708-338-7555	District #3 Springfield Office	217-785-5486
District #2 Rockford Office	815-987-7560	District #4 Mt. Vernon Office	618-244-4525

IRP RENEWAL

The 2001 *IRP* registration is required as of **April 2000**. Those not renewing need to return their apportioned plate and cab card by **April 15, 2000**. Failure to comply will result in an automatic billing and possible revocation of all their IRP and non-IRP vehicle registrations.

HEAVY VEHICLE USE TAX

A motor vehicle with a declared operating weight of 55,000 pounds or more must show proof of compliance with the Federal Heavy Vehicle Use Tax to be eligible for registration in Illinois. Proof of compliance with the use tax **must be submitted with the registration application**. Proof, however, is not required for a newly purchased vehicle registered within 60 days of the purchase date. **One** of the following items must be submitted as proof:

1. Schedule 1 (Form 2290) showing receipt date or verification date.
2. Photocopy of the Schedule 1 (Form 2290) without the receipt date or verification date, and a photocopy of both sides of the canceled check.

Dealerships are advised to request transfer tax information from individuals trading or selling vehicles for which the heavy vehicle use tax has been paid. This office cannot accept any Form 2290s when the tax period years have been changed or altered, even if an IRS employee changed the form.

For information regarding the appropriate tax form and other matters related to the Heavy Vehicle Use Tax, contact the Internal Revenue Service Center at 1-800-829-1040 or the Office of the Secretary of State, Commercial and Farm Truck Division at (217) 785-1810.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

March 2000 **Vol. 16, Issue 3**

JESSE WHITE
Secretary of State

VANITY/PERSONALIZED LICENSE PLATE REQUESTS

Following are procedures for vanity/personalized license plate requests:

Vanity/personalized license plate brochures:

- **Give** the **entire brochure** to the individual.
- **Do not** give the request form only. The individual needs the information in the brochure to be familiar with the spacing, categories where numbers proceed the letters, how many letters or numbers can be on each plate category and the ranges available.
- The **individual making the request** should **fill out the form**. Compliance with these requests will assure that the individual is receiving the plate as requested.

Submitting a vanity or personalized license plate request:

- The **request card** should always be placed on the **top**, followed by the check or money order.
- The **request card** should always include the **applicant's name and address**.

Following these procedures will allow the Office of the Secretary of State to expedite the request.

CHARITABLE VEHICLE LICENSE PLATES

Charitable vehicle license plates can now be issued to vehicles designed to transport **seven or more passengers** and to **second division vehicles**. On those vehicles designed to transport passengers, an affirmation is **required** verifying the seating capacity.

SECURED FUNDS

Under a new policy, **first time IRP applicants** will be required to make payments with Secured Funds for **three registration years.**

Acceptable Secured Funds include:

- Cash
- Certified Check
- Money Orders
- Draft Checks (i.e. *Comcheck, Ultrans*)
- Irrevocable letter of credit from a recognized financial institution

More information about using credit cards will be available upon implementation.

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2000 VEHICLE SERVICES TRAINING SEMINAR SCHEDULE

The 2000 seminars for new and used vehicle dealers and licensed remittance agents begin March 15, 2000. If you have not submitted your registration form, please send it **as soon as possible** to: Secretary of State, Linda Deering, VSD Training Coordinator, 501 S. 2nd Street, Room 432, Springfield, IL, 62756, or **FAX** it to **(217) 524-3913**. Questions can be answered by calling (217) 524-1165. After the Secretary of State processes your registration, you will receive a **confirmation letter approximately two weeks before the requested seminar date.**

March 15	Wednesday	Charleston	Eastern Illinois University **(a.m. session ONLY)**
March 21	Tuesday	Galesburg	Carl Sandburg College **(a.m. session ONLY)**
March 23	Thursday	Ina	Rend Lake College **(a.m. session ONLY)**
March 28	Tuesday	Kankakee	Kankakee Community College **(a.m. session ONLY)**
April 6	Thursday	Springfield	University of Illinois at Springfield
April 11	Tuesday	Belleville	Belleville Area College
April 18	Tuesday	Normal	Illinois State University **(a.m. session ONLY)**
May 9	Tuesday	Grayslake	College of Lake County **(a.m. session ONLY)**
May 10	Wednesday	Rockford	NIU - Rockford Education Center
May 17	Wednesday	Palos Hills	Moraine Valley College

Morning and afternoon sessions will be held in Springfield, Belleville, Rockford and Palos Hills. All other seminar locations will have morning sessions only.

Morning Sessions
Registration - 9 a.m.
Seminar - 9:30 a.m. - noon

Afternoon Sessions
Registration - 1 p.m.
Seminar 1:30 p.m. - 4 p.m.

DL AND UDL LICENSEE REMINDER

If you are a licensed dealer, rebuilder, recycler or repairer, it is your responsibility to maintain your established place of business in compliance with legal requirements:

- ✓ A **visible sign** identifying the name of your business entity, business name and hours must be posted on the entrance door of the business building.
- ✓ Vehicles for sale must be **parked on the business lot where the surface is gravel or better. NO vehicles are to be displayed for sale on any grassy surface.**
- ✓ An **operating telephone line** listed in the name of the business entity must exist.
- ✓ The **Federal Buyers Guide** must be displayed on the vehicles that are for sale.
- ✓ **Records** of your sales and purchases of parts and vehicles must be maintained.

The above requirements are only a few of the requirements necessary to become a licensee. If a licensee needs any additional information on licensee requirements, contact the **Dealer/Remitter License Section** at **(217) 782-7817.**

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

April 2000 **Vol. 16, Issue 4**

JESSE WHITE
Secretary of State

SENIOR CITIZENS MAY BE ELIGIBLE FOR VEHICLE LICENSE DISCOUNT CARD

Senior citizens may be eligible for reduced-fee license plates through the Office of the Secretary of State if they qualify for the Illinois Department of Revenue's Circuit Breaker Grant and Pharmaceutical Assistance Program. Secretary of State Jesse White is encouraging all senior citizens and persons with disabilities to determine if they qualify for a Vehicle License Discount Card.

Through the Circuit Breaker Program, seniors and persons with disabilities may obtain a Vehicle License Discount Card to reduce the annual renewal fee for license plates from $78 to $24 — more than a 50 percent savings. The Circuit Breaker Program also provides property tax relief and reduces the cost of certain prescription medicines.

To be eligible for the Circuit Breaker Program **and** the Vehicle License Discount Card, applicants must meet the following requirements:

- Be age 65 before Jan. 1, 2000; **or**
- Be age 65 during 2000 (for a partial grant); **or**
- Be at least age 16 before Jan. 1, 2000, and totally disabled; **or**
- Be a widow or widower who turned age 63 before the deceased claimant's death, **and**
- Lived at an Illinois residence in 1999 that was subject to property or mobile home tax; **and**
- Lived in Illinois at the time the claim for relief is filed; **and**
- Have a total combined household income of less than $16,000 in 1999, **and**
- Filed Form IL-1363, Circuit Breaker and Pharmaceutical Assistance Claim, postmarked on or before Dec. 31, 2000.

Those interested in the program may contact the **Office of the Secretary of State, Department of Senior and Community Services** at **1-800-252-2904** for an application.

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VEHICLE DEALERS & REMITTANCE AGENTS SEMINARS REMINDER

The 2000 Vehicle Services Training Seminars for new and used vehicle dealers and licensed remittance agents are underway. Listed below is the schedule for the remaining seminars for 2000 and their locations:

April 18	Tuesday	Normal	Illinois State University (a.m. session **only)**
May 9	Tuesday	Grayslake	College of Lake County (a.m. session **only)**
*May 10	Wednesday	Rockford	Northern Illinois University – Rockford Education Center
*May 17	Wednesday	Palos Hills	Moraine Valley College

*Morning **and** afternoon sessions will be held at Rockford and Palos Hills. All other seminar locations will have morning sessions **only**.

TOPICS PRESENTED AT TRAINING SEMINARS

- Completing Applications
- Information for Corrections
- Information on New Fees
- New License Plate Categories
- New Title Information
- Tax Forms: ST - 556, RUT - 25, RUT - 50
- Additional subjects may be added.

If you have not submitted your registration form, please FAX it immediately to: **Office of the Secretary of State, Linda Deering, VSD Training Coordinator, FAX (217) 524-3913.** After the Secretary of State processes the registration , a **confirmation letter** will be mailed out approximately **two weeks before the requested seminar date.** If you have any questions regarding these seminars, please call (217) 524-1165.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

May 2000 Vol. 16, Issue 5

JESSE WHITE
Secretary of State

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AT URBANA-CHAMPAIGN

REPLATING 2001

Many changes are occurring in the Office of the Secretary of State to ensure the production and distribution of nearly 10 million new Illinois license plates over a three-year period, beginning in early 2001. A new automated system will link most purchase locations with the production facility and the shipping warehouses. Transactions will be made in real time, shortening the time it takes for customers to receive their plates and ensuring greater accountability throughout the process.

Dealers and remitters will receive more information in the coming months regarding these changes. The June Bulletin will include information about specifications for the new license plates so you can create new license plate advertisement brackets.

SPECIAL HAULING ALERT

If you want a Special Hauling Vehicle Permit (SHV), you must **make sure** your fiscal registration fee **includes** the **extra $125** fee to renew the permit.

If you **do not** have confirmation of payment for this additional fee, you will need to submit a separate SHV Permit application and $125 fee with your registration renewal.

ADDRESS CHANGES

To ensure receipt of Vehicle Services Bulletins on a timely basis each month, please notify this office of any address changes. All changes should be forwarded to:

Secretary of State
Vehicle Services Dept.
Dealer Licensing Section
Mark Bartletti, Manager
069 Howlett Bldg.
501 S. Second St.
Springfield, IL 62756-7000

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http://www.sos.state.il.us

SECURE POWER OF ATTORNEY FORMS

PROPER USAGE: Secure Power of Attorney (POA) forms are not to be used for exempt vehicles, but rather for vehicles that must comply with the Federal Truth in Mileage Act. The Secure POA only needs to be completed in the following two situations:

1. a title for a vehicle in the seller's name is being held by a lienholder, or
2. the seller's title for a vehicle is lost and a duplicate title from the state will be issued. It is meant to cover those situations in which the same person, i.e., a dealership, may need to sign for both the buyer and the seller.

GRANTING POWER OF ATTORNEY: Only the buyer of a vehicle can be granted power of attorney on a Secure POA form. If a vehicle is being sold to a dealership, the dealership would be granted this power. Third parties cannot be granted power if they are not actually going to acquire a title to the vehicle in their name. Third parties must use the General POA form, allowing the third party to sign for either the buyer or the seller, but not both.

COMPLETING THE FORM: **Part A** must be completed when the seller of a vehicle does not have the title document because the title is being held by the lienholder or the original title is lost. **Part B** must be completed **only** if the vehicle is sold before receiving the title from the state or lienholder. If **Part A and Part B** are completed, **Part C** must also be completed. If the vehicle is sold after the title is received from the state or the lienholder, assignment for a sale must be completed on the reassignment area of the title. The Secure POA may, therefore, take the place of the first assignment or the first assignment and the reassignment. **PART B** is completed **without Part A only** if the dealer's name must appear on the title document because of the lienholder's demand.

SUBMITTING SECURE POWER OF ATTORNEY FORMS: The original Secure POA form must be submitted along with an application for vehicle title in the name of the buyer.

SELLING TO ANOTHER DEALER OR AN OUT-OF-STATE BUYER: A dealer using a Secure POA form with a title transaction is not required to obtain a title in the name of the dealership prior to selling a vehicle to another dealer or an out-of-state buyer. The following steps must be followed by the dealer **when the vehicle is sold to another dealer or an out-of-state buyer:**

- Top page of the Illinois Secure POA form must be attached to the properly assigned Illinois title and forwarded to the dealer or out-of-state buyer.
- One of the other pages of the Secure POA form, containing an **original signature of the seller,** must be forwarded, along with a copy of the front and back of the title properly assigned to that dealer or out-of-state buyer, to:

Illinois Secretary of State
Vehicle Titles Division
611 Howlett Building
501 S. Second St.
Springfield, IL 62756

GENERAL OR NON-SECURE POWER OF ATTORNEY FORMS: The General POA form, whether on the 5" x 8" form produced by the Secretary of State or a form produced by another entity, should be used for other circumstances, such as a third-party signature (person signing for only the buyer or only the seller) or an exempt vehicle.

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

June 2000 - Vol. 16, Issue 6
JESSE WHITE, Secretary of State

NEW LICENSE PLATE ADVERTISEMENT BRACKETS

The other side of this bulletin displays a real-size reproduction of the new Illinois license plate that will be distributed in early 2001. Please note the new location of the renewal sticker. When creating license plate dealer advertisement brackets, please follow the guidelines in the Illinois Vehicle Code, 625 ILCS 5/3-413.

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AT URBANA-CHAMPAIGN

5/3-413. Display of registration plates, registration stickers and driveway decal permits.
Display of registration plates, registration stickers and driveway decal permits.

(a) Registration plates issued for a motor vehicle other than a motorcycle, trailer, semitrailer, truck-tractor, apportioned bus, or apportioned truck shall be attached thereto, one in the front and one in the rear. The registration plate issued for a motorcycle, trailer or semitrailer required to be registered hereunder and any apportionment plate issued to a bus under the provisions of this Code shall be attached to the rear thereof. The registration plate issued for a truck-tractor or an apportioned truck required to be registered hereunder shall be attached to the front thereof.

(b) Every registration plate shall at all times be securely fastened in a horizontal position to the vehicle for which it is issued so as to prevent the plate from swinging and at a height of not less than 12 inches from the ground, measuring from the bottom of such plate, in a place and position to be clearly visible and shall be maintained in a condition to be clearly legible, free from any materials that would obstruct the visibility of the plate, including, but not limited to, glass covers and tinted plastic covers. Clear plastic covers are permissible as long as they remain clear and do not obstruct the visibility of the plates. Registration stickers issued as evidence of renewed annual registration shall be attached to registration plates as required by the Secretary of State, and be clearly visible at all times.

(c) Every driveway decal permit issued pursuant to this Code shall be firmly attached to the inside windshield of the motor vehicle in such a manner that it cannot be removed without being destroyed. If such decal permits are affixed to a motor vehicle in any other manner the permit shall be void and of no effect.

(d) The Illinois prorate decal issued to a foreign registered vehicle part of a fleet prorated or apportioned with Illinois, shall be displayed on a registration plate and displayed on the front of such vehicle in the same manner as an Illinois registration plate.

(e) The registration plate issued for a camper body mounted on a truck displaying registration plates shall be attached to the rear of the camper body.

(f) No person shall operate a vehicle, nor permit the operation of a vehicle, upon which is displayed an Illinois registration plate, plates or registration stickers after the termination of the registration period for which issued or after the expiration date set pursuant to Sections 3-414 and 3-414.1 of this Code.

MILEAGE TAX REPORTING FORMS

Semi-annual mileage reporting forms for June odometer readings must be returned by July 10, 2000, for all mileage tax plate registrations. Reporting forms not received by the July 10 deadline are subject to **suspension** or **revocation** of mileage tax registration. A daily record of miles traveled by vehicles must be kept on file by the owner and available for **audit** for a period of three years.

FOURTH QUARTER REGISTRATION FEES

According to the *Illinois Compiled Statutes,* "a vehicle which becomes subject to registration during the last month of the current registration year is exempt from any applicable reduced fourth quarter registration fee, and may register for the subsequent registration year as its initial registration."

A truck or trailer purchased on **June 1, 2000, or after is exempt** from fourth quarter registration fees for the 2000 registration year, and you may apply for the 2001 registration year. A truck or trailer **purchased before June 1, 2000, is subject to fourth quarter registration fees for the 2000 registration** year prior to purchasing the 2001 registration. To avoid delays for the 2001 registration, submit both years' fees when applying for title and registration.

This law applies to bus, truck and tractor plate categories ranging from "D" through "Z". It also applies to trailer plate categories ranging from "TA" through "TN". The B-truck plate category is exempt from this law because of its staggered registration.

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

July 2000 **Vol. 16, Issue 7**

JESSE WHITE
Secretary of State

NEW CERTIFICATE OF TITLE DOCUMENT

A new laser-printed, 8 1/2" x 11" Certificate of Title document will be issued in **August 2000**. The new certificate will have an **extra dealer reassignment** on the back, with both recording and release of liens on the face of the certificate. This certificate should be prominently displayed at your place of business.

STOLEN VIRGINIA TITLES

The state of Virginia reported the theft of more blank title paper, serial numbers F4066801-F4067000, F4069201-F4069400, and F4374001-F4374200. If, in the course of your normal business, a dealer or remittance agency comes into contact with one of these titles, **immediately contact both the State of Virginia, senior special agent Bill Mullins, (540) 288-0532,** and your **Illinois Secretary of State Police District Office** (see phone numbers below)**:**

District #1 Bellwood Office: (708) 338-7555
District #2 Rockford Office: (815) 987-7560
District #3 Springfield Office: (217) 785-5549
District #4 Mt. Vernon Office: (618) 244-4525

MILEAGE TAX PLATE RENEWAL

A **new original surety bond is required** when renewing or purchasing mileage tax plates.

- The surety bond must be for **fiscal year 2000-2001.**
- The name on the registration and bond must be **identical.**
- The surety bond must be **signed.**

A copy of **Schedule 1, Form 2290,** Heavy Vehicle Use Tax, filed with the Internal Revenue Service, must be submitted for any **vehicles weighing more than 55,000 pounds.** The form must be for the taxable year **July 1, 1999 - June 30, 2000.** The **beginning odometer reading** is needed when **purchasing mileage tax plates for the first time.**

IRP MILEAGE REPORTING PERIOD FOR 2002

Truckers licensed under the International Registration Plan (IRP) are reminded to compile mileage records for the **2002** registration year. The mileage reporting period to determine 2002 license plate fees closes **June 30, 2000.**

IRP fees are based on the number of miles driven during the **previous fiscal year.** Therefore, truckers whose registrations were apportioned previously under the **IRP** must compile their mileage from **July 1, 1999, through June 30, 2000,** to determine their 2002 fees.

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DEALER INSPECTION UNIT FIELD SERVICE AGENTS

Secretary of State Jesse White is dedicated to providing quality service to dealerships as well as to consumers. Below are names, phone numbers and pager numbers for your area Secretary of State Dealer Inspection Unit field service agent if you have questions regarding TRPs, licenses or fees. If your agent is not available, please contact **Candace Wanzo, Director's Office, Vehicle Services Department, at (217) 785-3000, pager (800) 602-3713, or Wanda Corn, Vehicle Information Services at (217) 524-4747.**

DEALER INSPECTION UNIT FIELD SERVICE AGENTS & AREAS SERVED

Area 1
Lynn Taylor, supervisor - (773) 854-2184, pager # (800) 602-9934

Cook	Lake

Area 2
John Twist, supervisor - (708) 338-7555, Ext. 246, pager # (800) 602-9721

Boone	Dekalb	JoDaviess	Lee	Rock Island
Bureau	Dupage	Kendall	McHenry	Stephenson
Carroll	Henry	Kane	Ogle	Whiteside
				Winnebago

Area 3
Charles "Chuck" Gonczy, supervisor - pager # (800) 802-4879

Ford	Hancock	LaSalle	Marshall	Stark
Fulton	Iroquois	Livingston	Mercer	Tazewell
Grundy	Kankakee	McDonough	Peoria	Warren
Henderson	Knox	McLean	Putnam	Will
				Woodford

Area 4
Bob Strocher, supervisor - (217) 785-2050

Adams	Cumberland	Jasper	Monroe	Schuyler
Alexander	Dewitt	Jefferson	Montgomery	Scott
Bond	Douglas	Jersey	Morgan	Shelby
Brown	Edgar	Johnson	Moultrie	St. Clair
Calhoun	Edwards	Massac	Perry	Union
Cass	Effingham	Lawrence	Piatt	Vermillion
Champaign	Fayette	Logan	Pike	Wabash
Christian	Franklin	Macon	Pope	Washington
Clark	Gallatin	Macoupin	Pulaski	Wayne
Clay	Greene	Madison	Randolph	White
Clinton	Hamilton	Marion	Richland	Williamson
Coles	Hardin	Mason	Saline	
Crawford	Jackson	Menard	Sangamon	

Jesse White
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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

August 2000 **Vol. 16, Issue 8**

JESSE WHITE
Secretary of State

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SEP 22 2000
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AT URBANA-CHAMPAIGN

REMINDER:
LEASED VEHICLE REGISTRATION TRANSACTIONS

Frequently, leased vehicle transactions occur where **applications for title and registration are submitted on the same application, when the registration is actually "owned" by the lessee,** creating an inconvenience for both lessors and lessees.

In these transactions, the leasing company should submit a **TITLE ONLY** application to record ownership of the vehicle. The leasing company should identify itself on the application as the "lessor." The lessee's name will appear below that identified as the "lessee." The address of the lessor is then identified as the mailing address. **This will result in all title-related mail from the Office of the Secretary of State being sent to the lessor, the owner of the vehicle (or the lien holder).**

Example: Owner's name: John Doe Leasing Company (Lessor)
William Jones (Lessee)
123 Doe Leasing Drive
Kansas City, Missouri 71109

Mail to: John Doe Leasing
123 Doe Leasing Drive
Kansas City, MO 71109

The application for license plates should be made on a **PLATES ONLY or TRANSFER PLATES ONLY** application with the lessee's name, address and all other required information. **This will result in all registration-related mail from the Secretary of State being sent to the lessee, the owner of the license plates.**

When license plate applications are not made in this manner, the lessee will be required to produce a copy of the lease or must file a Leased Vehicle Registration Affirmation when a lease is ended to keep the license plates. In such cases, the lessee must contact the lessor for the affirmation and/or get a copy of the lease. In either case, the lessor and lessee are inconvenienced.

LICENSE RENEWALS

Dealer license renewals for 2001 will be mailed out the first part of September. The dealer application must be **signed and notarized** and include all **supporting documents** and the **proper fee.** Following are fee changes in your dealer plates: master plate fee — **$45**; duplicate plates — **$13**. Secretary of State Jesse White **opposed** these fee increases; however, he is mandated by law to administer the fees. To ensure delivery of your new dealer plates by Jan. 1, 2001, the Office of the Secretary of State should receive your renewal **no later than Nov. 15, 2000.**

REMITTANCE AGENT LICENSE RENEWALS

The 2001 remittance agent license renewals will be mailed the first week of September. The application and supporting forms must be completed for **each location** and submitted along with the **proper fee** to the Office of Secretary of State **no later than Nov. 15, 2000.**

ZONING COMPLIANCE FORM

All new applications for vehicle dealer, repairer, rebuilder and auto parts recycler licenses are required to be submitted with a Zoning Compliance Form. If the business is located in the city of Chicago, a copy of your city business license will be accepted as proof of compliance. This certificate should be displayed at your place of business.

REPAIRERS AND REBUILDERS NOTICE

All applications for a repairer or rebuilder license must be accompanied by proof that the business has obtained or applied for a hazardous waste generator number issued by the Illinois Environmental Protection Agency.

DEALER PLATES REMINDER

Dealer plates **may be** displayed on any vehicle for sale or resale, and on:

- any such vehicle for any legal purpose, including pick-up at the point of manufacture or assembly, demonstrating, testing or delivery to the buyer;
- any such vehicle loaned, but not rented as a "loaner," to a customer for temporary use on the days the vehicle is being serviced or repaired; and
- one truck weighing up to 8,000 pounds, owned by the dealer and used to haul parts incidental to the operation of the dealer's business.

Dealer plates **may not** be displayed on:

- any vehicle rented to another person;
- any second-division vehicle carrying cargo or merchandise except as provided herein;
- any work or service vehicle;
- any vehicle used for any for-hire movement;
- any vehicle used permanently as a personal vehicle and not as a demonstrator, including:
- any vehicle used by any person enrolled at and attending an educational institution during the school term or year and to and from school;
- any vehicle used on vacation trips to areas outside the geographic scope of normal business for more than 25 days;
- any vehicle used by any person who is a member of the Armed Forces and stationed at any military base or encampment or installation; or
- any vehicle used continuously for 25 or more days as a personal vehicle by any person not an agent, servant or employee of the dealer owning such special plate.

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www.sos.state.il.us

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

September 2000 Vol. 16, Issue 9

JESSE WHITE
Secretary of State

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OCT 06 2000
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

IMPORTANT NOTICE FOR 2001 AMBULANCE REGISTRATIONS

When registering an ambulance for 2001, privately owned companies must provide the Secretary of State's office a Vehicle Safety Inspection Report, dated within the last six months, proof of a Public Health Inspection and a Certificate of Insurance. The insurance policy must indicate coverage of $250,000 for bodily injury or death to any person and $50,000 for property damage, and cannot expire before Dec. 31, 2001.

Those with ambulances owned by a municipality must provide proof of a safety inspection, dated within the last six months, and proof of a Public Health Inspection. **No proof of insurance or registration fee is required**.

FIRST NEWLY-DESIGNED LICENSE PLATES AVAILABLE NEXT MAY

With the Secretary of State's new automated license plate system in place, newly-designed plates are scheduled to begin production early next year, with passenger plates becoming available to motorists beginning in May 2001.

Currently, registration renewal notices are sent to vehicle owners 45 days prior to the expiration date. During the replating process, however, motorists will receive notices **90 days prior to the expiration date**, allowing those with registrations expiring in July 2001 to renew their registrations and receive new plates at facilities as early as May 2001. New purchasers also will be able to buy new plates in May as well.

All passenger vehicle plates will be distributed during a one-year cycle, from July 2001 through June 2002. Plates for B-trucks and vans and specialty plates will be distributed during the 2003 calendar year.

Taking into account that an estimated 5 percent of Illinois vehicles do not have current registrations, the state expects to generate $35.1 million in vehicle registration fees by requiring these scofflaws to purchase new plates. In recent years, other states including West Virginia and Iowa have reported a minimum 5 percent increase in registration fees upon the introduction of new license plates.

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DEALER INSPECTION UNIT FIELD SERVICE SUPERVISORS

Secretary of State Jesse White is dedicated to providing quality service to all dealerships and to the public. Following is a current list of the names, office phone numbers and pager numbers of area Dealer Inspection Unit field service supervisors. If you have a question regarding TRPs, licenses or fees, contact your area supervisor at the numbers listed below.

Area 1: **Lynn Taylor, supervisor - (773) 854-2184; pager (800) 602-9934**

Cook	Lake

Area 2: **John Twist, supervisor - (708) 338-7555, Ext. 246; pager (800) 602-9721**

Boone	DeKalb	JoDaviess	Lee	Rock Island
Bureau	DuPage	Kendall	McHenry	Stephenson
Carroll	Henry	Kane	Ogle	Whiteside
				Winnebago

Area 3: **Charles "Chuck" Gonczy, supervisor - pager (800) 802-4879**

Ford	Henderson	LaSalle	Marshall	Stark
Fulton	Iroquois	Livingston	Mercer	Tazewell
Grundy	Kankakee	McDonough	Peoria	Warren
Hancock	Knox	McLean	Putnam	Will
				Woodford

Area 4: **Bob Strocher, supervisor - (217) 785-2050**

Adams	Cumberland	Jasper	Monroe	Schuyler
Alexander	DeWitt	Jefferson	Montgomery	Scott
Bond	Douglas	Jersey	Morgan	Shelby
Brown	Edgar	Johnson	Moultrie	St. Clair
Calhoun	Edwards	Massac	Perry	Union
Cass	Effingham	Lawrence	Piatt	Vermilion
Champaign	Fayette	Logan	Pike	Wabash
Christian	Franklin	Macon	Pope	Washington
Clark	Gallatin	Macoupin	Pulaski	Wayne
Clay	Greene	Madison	Randolph	White
Clinton	Hamilton	Marion	Richland	Williamson
Coles	Hardin	Mason	Saline	
Crawford	Jackson	Mernard	Sangamon	

Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

October 2000 Vol. 16, Issue 10

JESSE WHITE
Secretary of State

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AT URBANA-CHAMPAIGN

SPECIAL PLATE FEES

Plate Type	First Issuance with Current Registration		Next Renewal
	Reclass	At Renewal	
Amateur Radio	$4 + 14 = 18	$4 + 78 = 82	$78
Armed Forces Reserves	0 + 14 = 14	0 + 78 = 78	78
Bronze Star	15 + 14 = 29	15 + 78 = 93	80
Collegiate	40 + 14 = 54	40 + 78 = 118	105
Environmental	40 + 14 = 54	40 + 78 = 118	105
Firefighter	27 + 14 = 41	27 + 78 = 105	95
Illinois/Michigan Canal	40 + 14 = 54	40 + 78 = 118	105
Knights of Columbus	25 + 14 = 39	25 + 78 = 103	103
Korean War Veteran	15 + 14 = 29	15 + 78 = 93	80
Master Mason	25 + 14 = 39	25 + 78 = 103	103
Mammogram	25 + 14 = 39	25 + 78 = 103	103
Mayor/Village President	15 + 14 = 29	15 + 78 = 93	80
National Guard (*Valid Identification Required For Renewal*)	$0 + 14 = 14	$0 + 78 = 78	$78
Police Memorial	25 + 14 = 39	25 + 78 = 103	103
Prevent Violence	40 + 14 = 54	40 + 78 = 118	105
Purple Heart	0 + 14 = 14	0 + 78 = 78	78
Sportsman Series	40 + 14 = 54	40 + 78 = 118	105
Universal Veteran	15 + 14 = 29	15 + 78 = 93	80
Wildlife Prairie Park	40 + 14 = 54	40 + 78 = 118	105

TITLE TRANSACTIONS

Mailing **envelopes** of **dealer title transactions** should be **addressed** as follows to insure proper handling:

Office of the Secretary of State
Vehicle Titles Division – **DEALER SPECIAL TITLE**
501 S. Second St., Rm. 609
Springfield, IL 62756

IRP

By preparing your mileage records **now** for July 1, 1999, to June 30, 2000, the renewal process will proceed more efficiently. Mail completed forms to: Office of the Secretary of State, Commercial & Farm Truck Division, 300 Howlett Building, 501 S. Second St., Springfield, IL 62756.

HEAVY VEHICLE USE TAX

A motor vehicle with a declared operating weight of 55,000 pounds or more must show proof of compliance with the Federal Heavy Vehicle Use Tax to be eligible for registration in Illinois.

Proof of compliance with the use tax **must be** submitted with the registration application. Proof **is not** required for a newly purchased vehicle registered within 60 days of the purchase date. **One** of the following items must be submitted as proof:

1. Schedule 1 (Form 2290) showing receipt date or verification date.
2. Photocopy of Schedule 1 (Form 2290) without the receipt date or verification date and a photocopy of both sides of the canceled check.

Dealerships are advised to request transfer tax information from individuals trading or selling vehicles for which the heavy vehicle use tax has been paid. The Secretary of State cannot accept any Form 2290s when the tax period years have been changed or altered, even if an IRS employee changed the form.

For information regarding the appropriate tax form and other matters related to the Heavy Vehicle Use Tax, contact the Internal Revenue Service Center at 1-800-829-1040 or the Office of the Secretary of State, Commercial & Farm Truck Division at (217) 524-2328.

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Jesse White
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Vehicle Services Dept.
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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

November 2000 Vol. 16, Issue 11

JESSE WHITE
Secretary of State

APPLYING FOR A DUPLICATE TITLE

When submitting an application for a **DUPLICATE TITLE**, please be sure the application is completed correctly and in full. Following is a checklist of items for completing duplicate title applications accurately:

- ❒ **Complete owner name and address**
- ❒ **Current odometer reading**
- ❒ **Correct vehicle information clearly written or typed**
- ❒ **Mobile home square footage** (where applicable)
- ❒ **Lien clearance letter attached** (when applicable)
- ❒ **Seller name**
- ❒ **Reason for requesting a duplicate title**
- ❒ **Most recent license plate number** (when applicable)
- ❒ **Signature(s) of applicant(s)**

This information is required in order to assure minimum turnaround time for your transaction.

NEW ILLINOIS PLATE RENEWAL STICKERS AVAILABLE JANUARY 2001

New, smaller renewal stickers designed to fit the new Illinois license plates will begin being distributed in January 2001. Until the new passenger plates are distributed, beginning with July 2001 expirations, the **new stickers must be adhered onto the old plates**. Passenger vehicles with plates expiring from January 2001 through June 2001 must first apply a blank sticker to cover up the old, larger sticker and THEN apply the new, smaller renewal sticker over it. The same applies to all other plate categories, which will not be replated until 2003.

The new 2002 expiration renewal stickers have **black numbers on a white background**. Motorists will receive the following instructions for adhering the new stickers to their old plates:

New Sticker Instructions:

1. Remove as many of the old stickers as possible.
2. Clean the license plate by removing all dirt, wax and tar.
3. Wipe dry.
4. Apply the BLANK STICKER to the license plate over the old sticker.
5. Apply the NEW RENEWAL STICKER TO THE RIGHT PORTION OF THE BLANK STICKER. Press firmly.

(Caution: As a security feature, once the new sticker has been applied, it cannot be removed without destroying it.)

IRP

By preparing your mileage records **now** for the period covering **July 1, 1999 through June 30, 2000**, the *renewal process* will proceed more efficiently. Completed forms should be mailed to:

Office of the Secretary of State
Commercial & Farm Truck Division
300 Howlett Building
501 S. Second St.
Springfield, IL 62756

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www.cyberdriveillinois.com

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

January 2001 Vol. 17, Issue 01

JESSE WHITE
Secretary of State

IRP

Don't wait until the last day! Submit your IRP registration renewals as soon as possible. The mileage records required are for July 1, 1999, through June 30, 2000. Payments need not be submitted at the time of processing. Payments may be made just prior to needing the credentials. This will help the renewal process proceed more efficiently.

If submitting by mail, please send your IRP mileage records by Feb. 1, 2001, to:

Office of the Secretary of State
Commercial & Farm Truck Division
300 Howlett Building
501 S. Second St.
Springfield, Illinois 62756

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LOST DEALER PLATES

Dealers with one license plate lost, stolen or destroyed must retain the remaining license plate and submit an application for a replacement plate. The application should indicate the master plate or the alpha suffix as the lost, stolen or destroyed plate being replaced. The missing plate will be replaced with the master or the same alpha suffix indicated on the application. A $6 replacement fee must accompany the application.

If a **set** of license plates is lost, stolen or destroyed, a replacement application indicating the master plate or the alpha suffix must be submitted along with a $9 replacement fee.

Two replacement plates with different alpha suffixes cannot be ordered as a set. Dealer replacement plates must be ordered on Form RT. DS-36.5, Application for Replacement of Dealer, Intransit, or Repossessor License Plates. These applications can be obtained from the Secretary of State's Dealer/ Remitter Licensing Section, (217) 782-7817.

NEW FEES FOR TWO-YEAR AND FIVE-YEAR PLATES

Because the two-year calendar plates and the five-year antique plates expired on Dec. 31, 1999, the old fees will be used for the upcoming 2000 renewal. This will tie in with the effective date as outlined in PA90-287, which states that the current fees will be in effect through the registration year 2000. **Any two-year or five-year plates purchased after the beginning of the second year (after Jan. 1, 2001) will carry the new fees.** For more information on fees for two-year and five-year plates, please contact the Secretary of State's Non-Standard Plates Section at 217/785-4175.

DEALER DISCLOSURE OF REBUILT VEHICLE STATUS

New and used vehicle dealers need to be **alert to designations on titles** that indicate a vehicle is "**rebuilt.**" Effective Jan. 1, 1996, dealers licensed under 625 Illinois Compiled Statutes 5/5-101 and 5/5-102 require disclosure that a vehicle has been "rebuilt" by providing the buyer with a Disclosure of Rebuilt Vehicle Status Form.

Also, when purchasing or accepting as trade a vehicle from an individual, the seller must provide the dealer with a Disclosure of Rebuilt Vehicle Status Form. The form from the Office of the Secretary of State requests seller and buyer information, the pertinent vehicle description and the **signature of both the buyer and seller.** The form is then to be delivered to the buyer prior to the completion of the sale of the vehicle.

If you have any questions, contact the Secretary of State Department of Police at (217) **785-5486**.

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

February 2001 Vol. 17, Issue 02

JESSE WHITE
Secretary of State

TRAINING SEMINARS FOR VEHICLE DEALERS AND REMITTANCE AGENTS

Secretary of State Jesse White's Vehicle Services Department invites you to attend one of the free 2001 training seminars for vehicle dealers and remittance agents. The seminars are available to anyone responsible for preparing vehicle title and license plate transactions. As a result of your response to our 2000 Seminar Evaluation Forms, the following topics are scheduled for the 2001 session. Additional subjects may be added. **(Procedures for over-the-counter sticker sales for financial institutions will NOT be covered in this training.)**

- Completing Applications
- Information for Corrections
- New Law on Reclass
- New Law on Repossessions
- New Plate Categories
- Power of Attorney Information
- Tax Forms: ST-556; RUT-25; RUT-50

To register for a seminar, complete the registration form below and mail or FAX it by **March 9, 2001**, to: **Dealer/Remitter Training Seminars, Room 312 Howlett Building, 501 S. Second St., Springfield, IL 62756, FAX (217) 785-4727.**

Enrollment is limited for each session. Although we cannot guarantee your first choice, we will make every effort to accommodate your requests. You will receive a **confirmation letter with the date of your seminar approximately two weeks before the requested seminar date.** If you have any questions regarding these seminars, please call (217) 785-3000.

2001 VEHICLE SERVICES TRAINING SEMINAR SCHEDULE:

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AT URBANA-CHAMPAIGN

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE	MARCH 29, 2001
REND LAKE COLLEGE -- INA	MARCH 30, 2001
COLLEGE OF LAKE COUNTY -- GRAYSLAKE	APRIL 3, 2001
ROCK VALLEY COLLEGE -- ROCKFORD	APRIL 4, 2001
KANKAKEE COMMUNITY COLLEGE -- KANKAKEE	APRIL 10, 2001
EASTERN ILLINOIS UNIVERSITY -- CHARLESTON	APRIL 11,2001
ILLINOIS STATE UNIVERSITY -- NORMAL	APRIL 19, 2001
UNIVERSITY of ILLINOIS at SPRINGFIELD	APRIL 24, 2001
WESTERN ILLINOIS UNIVERSITY -- MACOMB	APRIL 26, 2001
MORAINE VALLEY COMMUNITY COLLEGE -- PALOS HILLS	MAY 3, 2001

(Registration begins at 8:15 a.m., with all seminars starting at 9 a.m.)

----------Detach and Return----------

TRAINING SEMINAR REGISTRATION FORM		
BUSINESS NAME		
DEALER PLATE (DL#)	**REMITTER (RA#)**	
ADDRESS		
CITY	ZIP CODE	TELEPHONE ( )
SEMINAR LOCATION (city)		

NAME OF EACH PERSON ATTENDING	FIRST CHOICE DATE	SECOND CHOICE DATE

HELP US HELP YOU!

To avoid common processing errors when completing Secretary of State forms, please adhere to the following:

- The **odometer box** must be clearly marked either **"Actual," "Not Actual" or "Exceeds"** on all title transactions.
- **Surrendered title numbers** must be entered correctly or the word **"Legal"** written when applicable.
- **County codes** must be entered on all field applications.
- All applications should be **clearly marked** to describe what type of **transaction is being processed**, i.e. Reclass; Out-of-State Hold; Power of Attorney, etc.
- All **reclass transactions** should reflect the **license plate number being changed**.
- **Plate numbers** must be legible and **verified with a CRT or ID card**.
- Any **attachments** to applications should be **affixed with one staple**.
- **Affidavits** or documents that need to be affixed should also be **noted on the bottom right-hand portion of the application.**
- **Validation lines from transfer ID** cards must be written legibly on the bottom portion of the application.

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

March 2001 Vol. 17, Issue 03

JESSE WHITE
Secretary of State

INSURANCE AND/OR BOND CANCELLATIONS

Dealers who switch their insurance company or bond company after renewing their license must immediately file a new Certificate of Insurance or Bond with the Illinois Office of the Secretary of State. Not all insurance or bond companies will send the new Certificate of Insurance or Bond directly to the Secretary of State's office. To avoid a possible license suspension, please submit the new document yourself to:

Office of the Illinois Secretary of State
Dealer/Remitter Licensing Section
501 S. Second St.
069 Howlett Building
Springfield, IL 62756

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Should you have any questions regarding this matter, please call (217) 782-2942.

VEHICLE OWNERSHIP COMES WITH RESPONSIBILITY

In Illinois, all motorists are required by law to be covered by liability insurance. Mandatory vehicle insurance is a necessary consumer protection measure that helps protect motorists from the risks associated with owning and driving a vehicle.

Vehicle owners are in compliance with the law if they have vehicle liability insurance in the following minimum amounts:

- **$20,000 for injury or death of one person in an accident;**
- **$40,000 for injury or death of more than one person in an accident;**
- **$15, 000 for damage to property of another person.**

Liability insurance is required for all motor vehicles being driven, including cars, vans, SUVs, motorcycles, RVs, trucks and buses. Trailers **are not** required to carry liability insurance.

For additional information about Illinois' Mandatory Insurance Law, please contact:

Office of the Illinois Secretary of State
Mandatory Insurance Division
501 S. Second St.
429 Howlett Building
Springfield, IL 62756-7000
217/524-4946

OFFICIAL LEGISLATORS LICENSE PLATES

All Official and Retired Official Legislators License Plates are to be **processed only** at the Secretary of State's **Springfield office** at:

Illinois Office of the Secretary of State
501 S. Second St.
520 Howlett Building
Springfield, IL 62756

PAY TAXES DUE BEFORE YOU RENEW

The Illinois Office of the Secretary of State and the Illinois Department of Revenue have a joint program to ensure that all licensed motor vehicle dealers pay their sales taxes if they want to continue operating in Illinois. Effective July 1, 2001, any licensed motor vehicle dealer who fails to file and/or pay taxes required under the Retailers' Occupation Tax Act {35 ILCS 120/1 et. seq.} will be subject to non-renewal or revocation of their license(s) as provided for in the Illinois Vehicle Code Article V. Section 5/5-501 (b). Unless the tax debt is paid, the Office of the Secretary of State, at the request of the Illinois Department of Revenue, will hold your license renewal and/or revoke your license. If your business is in arrears with the Illinois Department of Revenue, please comply before the joint program takes effect July 1, 2001.

To make payment arrangements, please call or write:

Illinois Department of Revenue
Collection Bureau
PO Box 19036
Springfield, IL 62794-9036
217 782-9962

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www.cyberdriveillinois.com

Jesse White
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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

April 2001 Vol. 17, Issue 04

JESSE WHITE
Secretary of State

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AT URBANA-CHAMPAIGN

MILITARY LICENSE PLATES

When completing applications for Military License Plates, please be sure to indicate which **type** of military plates you are requesting. **Please do not just indicate "military."** Following are the 14 types of military plates: **Bronze Star, Congressional Medal of Honor, Disabled Veteran, Ex-POW, Gold Star, Illinois National Guard/Armed Forces Reserves, Korean War Veteran, Pearl Harbor Survivor, Purple Heart, Retired Armed Forces, Silver Star, Universal Veteran, Vietnam Veteran and World War II Veteran.**

TEMPORARY REGISTRATION PERMITS

There are seven categories of insured vehicles that **cannot** be issued Temporary Registration Permits: Ambulance, Funeral Home, Livery, Medical Carrier, Public Transportation, Taxi and Tow Trucks. Applications, along with the appropriate fees and Certificates of Insurance for these vehicles, may be sent to:

Illinois Secretary of State
Non-Standard Plate Section,
501 S. Second St., Room 541
Springfield, IL 62756
or
Illinois Secretary of State
Chicago North Facility
5401 N. Elston Ave.
Chicago, IL 60630

PAY TAXES DUE BEFORE YOU RENEW

The Office of the Illinois Secretary of State and the Illinois Department of Revenue have a joint program to ensure that all licensed motor vehicle dealers pay their sales taxes if they want to continue to operate in Illinois. Effective July 1, 2001, any licensed motor vehicle dealer who fails to file and/or pay taxes, required under the Retailers' Occupation Tax Act {35 ILCS 120/1 et. seq.}, will be subject to non-renewal or revocation of their license(s) as provided for in the Illinois Vehicle Code Article V. Section 5/5-501 (b). Unless the tax debt is paid, the Office of the Secretary of State, at the request of the Illinois Department of Revenue, will hold your license renewal and/or revoke your license. If your business is in arrears with the Illinois Department of Revenue, please comply before the joint program takes effect July 1, 2001.

To make payment arrangements, contact:

Illinois Department of Revenue
Collection Bureau
P.O. Box 19036
Springfield, IL 62794-9036
217 782-9962

INTERNATIONAL REGISTRATION PLAN (IRP)

If you will not be renewing your IRP registration, **you must return your plate(s) and cab card(s)** to the Secretary of State, Commercial & Farm Truck Division (CFT), 300 Howlett Building, by **April 15, 2001**. Failure to contact the CFT Division will result in a billing being generated for your vehicle(s). If you have any questions, please call (217) 785-1800.

OBTAINING AND SUBMITTING SECRETARY OF STATE FORMS

The Supplies Section of the Administrative Services Division moved to the Secretary of State's Winchester warehouse on **March 14, 2001**. The new mailing address is:

Winchester Distribution/Forms
3701 Winchester Rd.
Springfield, IL 62707-9759

There are several options available to obtain forms and Temporary Registration Permits (TRPs) from the Secretary of State. A supply of forms is maintained in the office's Commercial Sales Section, Room 055 Howlett Building in Springfield. You also may pick up forms and TRPs at the Winchester warehouse's Distribution/Forms Section.

You may submit completed forms by mailing them to the Winchester Distribution/Forms Section, or you may complete a Forms Request Form and fax it to (217) 524-1763, or you may phone in your request at (217) 782-7132. Requests are filled daily and sent out via UPS.

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

June 2001 Vol. 17, Issue 05

JESSE WHITE
Secretary of State

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JUN 21 2001
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

LEASED VEHICLES—REGISTRATION OWNERSHIP

The **lessee** of a leased vehicle is always considered the owner of the vehicle registration, unless the lease agreement specifically states otherwise. One application may be submitted for title and registration, providing the lessor and lessee are identified and the lessee's address is used. If no lienholder is indicated, the lessor must complete the title mailing instruction box on the application.

If the **lessor** insists on their name and address being on the title, **two applications must be submitted with each lease transaction**; one application for title only in the lessor's name, and one application for registration only in the lessee's name. If the lessor is not based in Illinois, the title address must be that of the Illinois-based lessee. The lessor, however, may use the title mailing instruction box on the title and registration application for mailing the title.

In either situation, the lessee is deemed the owner of the registration unless the lessor states otherwise and submits proof that they are entitled to the registration plates.

NOTE: The use of "c/o" or "%" should not be used to designate mailing instructions or ownership. Using the terms "lessor" or "lessee" and the special mailing instruction box will suffice. **Effective June 15, 2001, applications that do not comply with this notice will be returned to the lessor for completion or correction.**

SUPPLIES SECTION MOVES

The Supplies Section of the Administrative Services Division **moved March 14, 2001,** to the Secretary of State's Winchester warehouse. The new mailing address is:

Winchester Supplies Section
3701 Winchester Rd.
Springfield, IL. 62707-9759

There are several options available to obtain various forms and Temporary Registration Permits (TRPs) from the Secretary of State. A supply of forms is maintained in the office's Commercial Sales Section, Room 055 Howlett Building, Springfield. You also may pick up forms and TRPs at the Winchester warehouse's Supplies Section.

Completed forms may be mailed to the Winchester Supplies Section address above, or you may complete a Forms Request and fax it to (217) 524-1763, or telephone your request directly to (217) 782-7132. Requests are filled daily and sent out via UPS.

MILITARY LICENSE PLATES

The Vietnam Veteran and World War II plates are not yet available for purchase. An announcement will be made when the plates become available for sale.

MANDATORY INSURANCE-RELATED INQUIRIES

An incorrect telephone number for the Secretary of State's Mandatory Insurance Division has been distributed to the public. Inquires concerning the mandatory insurance verification process and/or registration suspension process should be referred to the **Secretary of State's Mandatory Insurance Division at (217) 524-4946.**

Inquires concerning an SR22 filing or a driver's license suspension issued as the result of a mandatory insurance court supervision should be referred to the **Secretary of State's Driver Services Department at (217) 782-3720.**

MILEAGE WEIGHT TAX REPORTING FORMS

Semi-annual mileage reporting forms for the period ending June 2001 must be submitted to the Commercial & Farm Truck Division by July 10, 2001, for **all** Mileage Weight Tax plate registrations. Non-compliance subjects the registrations to **suspension** or **revocation**.

A daily record of miles traveled and fuel consumed by these vehicles must be kept on file by the owner and be available for **AUDIT** for a period of three years.

SPECIAL HAULING VEHICLE PERMIT (SHV)

If you want to renew your special hauling vehicle permit (SHV), you must make sure your fiscal registration fee includes the additional $125 renewal fee. If you do not have a confirmation of payment for this fee, you will need to submit a separate SHV permit application and $125 renewal fee with your registration renewal.

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Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

July 2001 Vol. 17, Issue 06

JESSE WHITE
Secretary of State

DEPOSITORY

AUG 1 6 2001

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

MILITARY LICENSE PLATES

Purple Heart and Korean War Veteran Plate applicants who receive a grant under the Circuit Breaker program may apply for a reduced registration fee on one set of plates. These are the only two military plate categories that qualify for the reduced fee.

Military plates may only be processed for vehicles titled and/or registered in the name of the veteran. Exceptions are Pearl Harbor Survivor and EX-POW plates, which may be put in the surviving spouse's name if the survivor was married to the veteran at the time of the veteran's death and is not remarried.

REMINDER: If a customer wants to change to a non-standard plate category at the time of renewal, you **may not** renew the current plates. The customer must submit an application, supporting documentation and the required fees. A temporary permit should be issued if the customer is within 30 days of the plate expiration date.

MILEAGE WEIGHT TAX REGISTRATIONS

When transferring a Mileage Weight Tax plate to a different vehicle, a new bond or a bond rider must be submitted along with the ending mileage readings from the old vehicle and the starting mileage on the new vehicle.

INTERNATIONAL REGISTRATION PLAN (IRP) MILEAGE

It is time to start reporting mileage for apportioned vehicles. The upcoming 2003 IRP registration period (April 1, 2002) requires the reporting of fleet miles from July 1, 2000, through June 30, 2001.

CHEVY AVALANCHE & FORD SPORT TRAC – PROPER LICENSE PLATES

The *Illinois Vehicle Code* defines a second division vehicle in part as those vehicles designed for pulling or carrying property, freight or cargo, etc. The Chevy Avalanche and Ford Sport Trac, as well as similar vehicles from other manufacturers, are nothing more than a pickup truck with a super cab and a short truck bed. Accordingly, these vehicles must display B-truck license plates or one of the other specialty plates available for second division vehicles weighing 8,000 lbs. or less.

ATTENTION CENTRAL ILLINOIS DEALERSAND REMITTERS

The Winchester Distribution Division Warehouse is not designed as a public service center; therefore, walk-ins are discouraged. Dealers and remitters should use the following methods to obtain forms, permits and Temporary Registration Permits:

For forms and Temporary Registration Permits, complete a Forms Requisition (RT OPR-48.21) and

Fax to:	(217) 524-1763 (forms)	(217) 785-5958 (TRPs)
Mail to:	Secretary of State/Forms 3701 Winchester Rd. Springfield, IL 62707	Secretary of State/TRP's 3701 Winchester Rd. Springfield, IL 62707
Or call:	(217) 782-7132 (forms)	(217) 782-2886 (permits)

For 5-Day and 10-Day Permits, complete a Vehicle Permit Application (VSD-193.11) and

Fax to: (217) 785-5958
Mail to: Secretary of State/Permits
3701 Winchester Rd.
Springfield, IL 62707
Or call: (217) 782-2886

TEMPORARY REGISTRATION PERMIT (TRP) TRAINING

All vehicle dealers, remittance agents and currency exchanges are required to send at least one person to a TRP Training Session on the Super-User function and General-User functions. If you have not signed up for a seminar, please do so immediately. Following is a list of dates and times. For more information, call (866) 825-7926.

Monday, July 30, Willowbrook	10am	2pm	6pm
Wednesday, August 1, Bloomington/Normal	10am	2pm	6pm
Monday, August 6, Mt. Vernon	10am	2pm	
Wednesday, August 22, Champaign/Urbana	10am	2pm	6pm
Tuesday, August 28, Metro-East	10am	2pm	6pm
Thursday, September 6, Northern Suburbs	10am	2pm	
Friday, September 7, Northern Suburbs	10am	2pm	
Tuesday, September 11, Quad Cities	10am	2pm	6pm
Thursday, September 13, Rockford	10am	2pm	6pm
Thursday, September 20, Marion	10am	2pm	6pm
Wednesday, September 26, Willowbrook	10am	2pm	
Friday, September 28, Springfield	10am	2pm	

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

May 2002

JESSE WHITE
Secretary of State

TRAINING SEMINARS FOR DEALERS AND REMITTANCE AGENTS

Secretary of State Jesse White invites you to attend one of his Vehicle Services Department's free 2002 Training Seminars for vehicle dealers and remittance agents. Seminars are open to anyone involved in preparing vehicle title and license plate transactions. As a result of responses from the 2001 Seminar Evaluation Forms, the following topics are scheduled for the 2002 session. Additional subjects may be added.

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- Completing Applications
- Information for Corrections
- Power of Attorney Information
- New Plate Categories
- Temporary Registration Permit (TRP) Information

(Procedures for over-the-counter sticker sales for financial institutions will NOT be covered.)

To register for a seminar, complete the registration form below and mail or FAX to: **Dealer/Remitter Training Seminars, Room 312 Howlett Building, 501 S. Second St., Springfield, IL 62756, FAX (217) 785-4727.** Enrollment is limited for each session. Although we cannot guarantee your first choice, we will make every effort to accommodate your requests. You will not receive a confirmation letter with the date of your seminar; however, we will contact you if your first choice is not available. If you have any questions regarding the seminars, please call (217) 558-6148.

TRAINING SEMINAR SCHEDULE

College of Lake County-Grayslake	June 6	Southwestern Illinois College-Belleville	June 11
Rock Valley College-Rockford	June 13	Illinois State University-Normal	June 20
Moraine Valley College-Palos Hills	June 27	University of Illinois-Springfield	July 10
Western Illinois University-Macomb	July 17	Rend Lake College-Ina	August 2

(Registration begins at 8:15 a.m., with all seminars starting at 9 a.m.)

Detach and Return

2002 Vehicle Services Training Seminar Registration Form

BUSINESS NAME _____

DEALER PLATE (DL#) _____ REMITTER (RA#) _____

ADDRESS _____

CITY _____ ZIP CODE _____ TELEPHONE ( ) _____

SEMINAR LOCATION (CITY) _____

NAME OF EACH PERSON ATTENDING	FIRST CHOICE DATE	SECOND CHOICE DATE

TEMPORARY REGISTRATION PERMIT INSTRUCTIONS

Below are instructions on how to properly use a Temporary Registration Permit (TRP).

1.) Lift up clear overlay.

2.) Using a permanent black marker, **blacken in the correct box for month and year of registration expiration. Be sure to blacken the entire box(es) with permanent black marker, including the portion of the silver hologram strip that runs through the month box.**

3.) Remove the white backing from the clear overlay and apply the clear overlay directly over months and years.

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Jesse White
Secretary of State
Vehicle Services Dept.
Springfield, IL 62756

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Vehicle Services Bulletin

A Newsletter for Vehicle Dealers and Remittance Agents

May 2003

JESSE WHITE
Secretary of State

2003 TRAINING SEMINARS FOR DEALERS & REMITTANCE AGENTS

Secretary of State Jesse White's Vehicle Services Department is offering free training seminars for vehicle dealers and remittance agents. Seminars are open to anyone involved in preparing vehicle title and license plate transactions. Seminars will include the following topics:

- Completing Applications for Titles and Registrations
- Information for Corrections
- Power of Attorney Information
- New Plate Categories
- Temporary Registration Permit (TRP) Information

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JUN 13 2003

Seminar dates and locations are as follows:

• Western Illinois University	-	Macomb	-	Wednesday	July 2
• Rock Valley College	-	Rockford	-	Tuesday	July 8
• College of Lake County	-	Grayslake	-	Thursday	July 10
• Rend Lake College	-	Ina	-	Thursday	July 17
• Illinois State University	-	Normal	-	Wednesday	July 23
• U of I at Springfield	-	Springfield	-	Friday	July 25
• Moraine Valley College	-	Palos Hills	-	Tuesday	July 29
• U of I at Chicago	-	Chicago	-	Tuesday	August 5
• Southwestern IL College	-	Belleville	-	Tuesday	August 12

To register for a seminar, please complete the registration form below and mail or FAX it to: **Secretary of State, Dealer/ Remitter Training Seminars, c/o Dawn Seskind, Rm. 1100, 17 N. State St., Chicago, IL 60602, FAX 312-814-2830, or call 312-814-2279. Enrollment is limited for each session.** You will receive a confirmation letter with the date of your seminar to be shown at registration the morning of the seminar. **Registration begins at 8:15 a.m., with seminars running from 9 a.m. to noon.**

2003 VEHICLE SERVICES TRAINING SEMINAR REGISTRATION FORM

(Please print or type)

Business Name _____

Dealer Plate (DL#) _____ **Remitter (RA#)** _____

Address _____

City _____ **Zip Code** _____ **Telephone ( )** _____

Seminar Location (Facility & Town) _____

Name(s) of Person(s) Attending: _____

MOTORCYCLE TRP PLATES

Motorcycle Temporary Registration Permit (TRP) plate numbers **10 T 000** to **17 T 749** were printed with the number 0 in front. However, the TRP program will not allow more than 6 characters on a Motorcycle TRP. Therefore, when issuing a Motorcycle TRP in this number range, please omit the 0 in front of the Motorcycle TRP number.

Please follow these instructions when inputting any Motorcycle TRP in the system from the number range above.

EXAMPLES

Printed as: 023 T 456; **input as:** 23 T 456

Motorcycle TRP #	Enter As
023 T 456	23 T 456
012 T 345	12 T 345
045 T 678	45 T 678
034 T 107	34 T 1
019 T 100	19 T 100

Thank you for your cooperation.

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